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ABSTRACT

The 1974 revised handbook was prepared as an informal guide to services, facilities, and policies at the university, as well as university structure and administration. Faculty privileges and responsibilities are described in a major section. Other chapters deal with rules and regulations, social and professional organizations, cultural and recreational opportunities, and statements of responsibility and hearing procedures. Specific details are given on: attendance at faculty meetings, advising duties, leaves, travel, research funds, insurance and other benefit programs, salaries, faculty evaluations, rank and promotions, tenure, faculty grievances, retirement, outside employment, political activity, and use of university facilities. (LBH)

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FACULTY HANDBOOK

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

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HE 007 423

University of Northern Iowa
Cedar Falls

Sixth Printing, 1974

Table of Contents

I. The University - 1

II. Administrative and Committee Organization of the University - - - 4

III. Services and Facilities - 16

IV. Faculty Privileges and Responsibilities - - - - - - - - - - - - - - - - - 38

V. Rules and Regulations - 51

VI. Social and Professional Organizations - - - - - - - - - - - - - - - - - - 61

VII. Cultural and Recreational Opportunities - - - - - - - - - - - - - - - - 65

VIII. Statements of Responsibility and Hearing Procedures - - - - - - - - 69

IX. Index - 88

The *Faculty Handbook* of the University of Northern Iowa has been revised by a subcommittee of the University Faculty Senate. With each edition of the *Faculty Handbook*, of which this is the sixth, marked improvement is noticeable. The *Handbook* is prepared and issued through the Office of the Vice-President and Provost. Ruth G. Fairbanks, Editor of Academic Publications, has edited the *Handbook*. The Senate subcommittee included the following faculty members: O. R. Schmidt, Leander A. Brown, and Thomas W. Hill.

The *Handbook* was prepared as an informal guide to services, facilities, and policies at the University of Northern Iowa. It also carries information on the university structure and administration. Inevitably, even though revised every two years, the *Handbook* will contain some out-of-date information or policies which have been revised. Usually, if a change has been made after the issuance of the *Handbook*, information about the change or the detailed new policy will be carried in the *President's Bulletin*.

The *Handbook* synthesizes information from a variety of sources. Some of these should be mentioned and their relative importance indicated. The university is not a Constitutional University (i.e., was not created by approval of the Constitution of the State of Iowa) but is a creation of the legislature, as is the Board of Regents. Thus, the highest governance reference of the university is statutory law, modified as that may be occasionally by federal laws and regulations and various court decisions. The statutory law is embodied in the *Code of Iowa*.

The Board of Regents develops policies and regulations for the institutions it governs and these are accumulated in the *Regents Procedural Guide*. These regulations and policies must of course be consistent with the *Code of Iowa*.

In preparation at the present time by the President's Office is a *Policies and Procedures* volume, which will provide an official guide to policy at the university by combining elements of the *Code* and the *Procedural Guide* with policies and procedures approved for this university. It will need to be consistent with the *Code* and the *Regents Procedural Guide* as the *Faculty Handbook*, the *Faculty Manual*, the *Service Staff Handbook*, and other publications should be checked for consistency with the *Policies and Procedures* volume.

JOHN J. KAMERICK, *President*
University of Northern Iowa

Section I

The University

The University of Northern Iowa, established in 1876 by enactment of the Iowa General Assembly, opened on September 6, 1876, as the Iowa State Normal School — "a school for the special instruction and training of teachers for the common schools of the state." In 1909, the institution was renamed the Iowa State Teachers College, and under this name attained a national reputation and status as a leading institution in the field of teacher education.

On July 5, 1961, I.S.T.C. became the State College of Iowa after the 59th General Assembly authorized the institution to broaden its function "by offering programs of instruction in the liberal and vocational arts and such other educational programs as the State Board of Regents may from time to time approve," and in the same session approved the institution's change of name. The change made the school's increased facilities of greater service to the state by making degree programs available to those not planning to teach and facilitated the selectivity of those admitted and retained in teacher education. Two programs leading to the Bachelor of Arts degree, one with certification to teach and one without certification, became available.

In the spring of 1967, the Iowa General Assembly authorized and the Governor approved the institution to become a university and change the name to the University of Northern Iowa—effective July 1, 1967. UNI, together with the State University of Iowa and Iowa State University of Science and Technology, is governed by the State Board of Regents.

UNI is a member of the American Association of Colleges for Teacher Education (AACTE) and the Council of Graduate Schools in the United States. The university is fully accredited through the master's degrees and the sixth-year specialist's degrees by the North Central Association of Colleges and Secondary Schools (NCA) and by the National Council for Accreditation of Teacher Education (NCATE). The university's programs are also accredited by the National Association of Schools of Music, the National Council of Social Work Education, the American Speech and Hearing Association, the Iowa State Department of Public Instruction, and by the National University Extension Association, and approved by the American Chemical Society.

The university now offers three baccalaureate degrees: the Bachelor of Arts, the Bachelor of Technology established in 1968, and the Bachelor of Music which was established in 1969. Programs leading to certification to teach are available on both of the first two degrees. Graduate work leading to the Master of Arts in Education degree was begun in 1952, and in 1960 the institution was authorized to offer the second year of graduate work and the Specialist in Education degree. The Master of Arts degree program was effected in 1965, and the Specialist's program in 1969.

The university provides undergraduate degree curricula in some 50 areas of specialization; and although the preparation of teachers is a primary function of the institution, curricula are available in the liberal and vocational arts areas. The undergraduate-level programs include as a common core requirement a general education program amounting to about one-third of the four-year curricula. The remainder of the degree program consists of work in the area(s) of specialization, electives, and, if the student is in teacher education, of work in professional education. The graduate curricula emphasize flexibility and limited specific course requirements at both the master's and specialist's (sixth - year) levels.

The university has a program of selective admissions at both the undergraduate and graduate levels.

Major administrative divisions include: Instruction, Student Services, Administrative Services, and University Relations and Development. The area of instruction is divided into five colleges: Business and Behavioral Sciences, Education, Humanities and Fine Arts, Natural Sciences, and the Graduate College. As of the fall of 1974, there were 29 instructional departments.

Several rather distinctive characteristics emerge from the nearly 100-year history of the institution. It is the only institution maintained by the State of Iowa whose primary function is teacher education. It has been served by only six presidents: James C. Gilchrist, then titled "Principal," Homer H. Seerley, Orval R. Latham, Malcolm Price, J. W. Maucker, and (since 1970) John J. Kamerick. UNI has consistently given more emphasis and financial support to research than have most teacher-education institutions, and its library, totaling upward to 400,000 volumes and including about 2,500 current periodical subscriptions, furnishes strong support for the university's instructional program, and aids the faculty in their research as far as is possible within budget limitations. Distinctive, as well, is the university's consultative service which makes available to the public schools of Iowa the full-time assistance of UNI staff members, temporarily on leave from the respective departments. Also noteworthy is the institution's modern Malcolm Price Laboratory School in which observation of teaching practices and experimentation in new methods are carried on. Most student teachers, however, secure their practical experience under supervision in certain selected public schools of the state. Supervisors of student teaching at the University of Northern Iowa have departmental status within the Department of Teaching.

UNI has grown from its original site of a 40-acre campus with one building — Central Hall which originally had housed the orphaned children of Civil War soldiers and was destroyed by fire in June 1965 — until it now embraces more than 40 principal buildings, a campus of some 650 acres, a faculty numbering about 575, and a student body of 10,000. Many of the university buildings bear the names of individuals once prominent in Iowa education circles. Baker Hall is named for George T. Baker, one-time president of the Iowa State Board of Education; Lawther Hall bears the name of Anna B. Lawther, chairman of the faculty committee of the same governing body; Malcolm Price Laboratory School, Seerley Hall, O. R. Latham Stadium, and the J. W. Maucker University Union preserve the names of former presidents, as did Gilchrist Hall which was destroyed in a fire in May 1972. Campbell Hall is named for Sadie B. Campbell, former Dean of Women; Sabin Hall takes its name from Henry Sabin, an early Iowa Superintendent of Public Instruction; and Wright Hall recalls David Sands Wright, who began his half century of service to the university as a member of its original faculty. Russell Hall, formerly the Music Building, is named for Dr. Myron E. Russell, a member of UNI's music faculty for 43 years and head of the Music Department for 21 years. In the Towers Complex of student residences, one tower is named after Paul Bender a long-time staff member and Dean of Students, and another bears the name of David A. Dancer who, for many years, served as Executive Secretary of the State Board of Regents. The Regents Complex consists of four residence halls, each named after a former president of the Regents: Dwight G. Rider, Henry C. Shull, Harry H. Hagemann, and Alfred W. Noehren, and a dining center named after former president Stanley F. Redeker. Although the instructional program is financed by the state, the residence halls and food service are being paid for from student fees since they have to be self-supporting.

In 1976 UNI will mark its centennial with a variety of appropriate events designed to usher in its second century of service to higher education. Planning for the year-long observance is already underway. The UNI Foundation in 1973 launched a 10-year, $10-million fund drive in three phases to finance the construction of the proposed UNI-Dome — a covered multi-purpose coliseum, an auditorium, and special additions to the university's academic resources. In preparation, also, is a special commemorative centennial history book dealing with the evolution of the institution from its founding in 1876 to the present day. Special programs featuring nationally noted educators and other prominent figures, as well as individuals and groups renowned in the arts, will be presented during the centennial year.

Section II

Administrative and Committee Organization of the University

The University of Northern Iowa is governed under the Iowa State Board of Regents along with the other two state universities in Iowa. The Board of Regents is a nine-member board, each appointed by the Governor of Iowa and approved by the State Legislature. The Board of Regents maintains a central office in Des Moines, Iowa, which is adminstered by an Executive Secretary with the assistance of various other staff members.

The University of Northern Iowa is organized administratively into four major divisions. These divisions are Instruction, Student Serivces, Administrative Services, and University Relations and Development.

The Vice-President and Provost is the chief administrator of the Division of Instruction which includes five colleges, as well as a select group of other instructional functions and programs. The five colleges in this division are the College of Business and Behavioral Sciences, the College of Education, the College of Humanities and Fine Arts, the College of Natural Sciences, and the Graduate College. The Directors of Library Services, Teacher Education, the Individual Studies Program, the Educational Media Center, and the Educational Opportunity Programs and Special Community Services also report to the Vice-President and Provost. The Vice-President and Provost is assisted by an Assistant Vice-President, Academic Affairs, as well as an Academic Publications Editor. The Editor of the *North American Review* reports directly to the Vice-President and Provost.

The Division of Student Services encompasses the usual assignments. These include the Registrar, Director of Admissions, Dean of Students, the Director of the University Union, the Director of Student Health Services, the Coordinator of New Student Orientation and Advising, and the Director of Counseling Center. The Vice-President for Student Services also serves as a special assistant to the President and administers the Safety and Security Program with the assistance of the Director of Safety and Security.

The two remaining divisions, Administrative Services and University Relations and Development, each provides a service function to the operation of the university. These divisions include the Business Office, Physical Plant, Staff Personnel, Alumni Affairs, Public Information Services, Field Services, the Bureau of Research and Examination Services, Data Processing, Planning, and a variety of other service functions.

Administrative organization, especially as it relates to the instructional staff, is illustrated in *Figures 1 and 2* which follow.

University Faculty Committees

In addition to the administrative organization, a variety of faculty committees and groups serve in policy making or advisory capacities. Currently the committee structure includes the following major groups:

The University Senate. Although the faculty of the university has a basic responsibility in the making of university policies, the University Faculty Senate functions for the total faculty in most matters because of the size of the faculty. However, the faculty retains the right to consider all major matters and, by a petition - referendum system, to review any action taken by the University Faculty Senate.

The University Faculty Senate is representative of the faculty in policy making and is empowered to act for the faculty in all areas under its jurisdiction. The Senate is free to place a problem before the total faculty.

The integrating functions of the Senate are those of developing greater coordination in the total university community. This includes the problems of developing closer relationships among colleges and instructional departments, between the faculty and the students, between the university and the public, between the university and the alumni, among the various administrative offices, and among the four divisions.

The advisory functions include making recommendations relative to basic policies to the President, to the various interinstitutional committees, to the State Board of Regents, to the State Department of Public Instruction, to the faculty as a whole.

The Senate is composed of 18 members, all of whom are nominated by the Committee on Committees and by the faculty. The Senate meets normally on the second and fourth Mondays of the month.

Academic Master Plan Committee. The Academic Master Plan Committee develops, in consultation with collegiate faculties and administrative officers, long-range academic planning for the university.

UNIVERSITY OF NORTHERN IOWA
ADMINISTRATIVE ORGANIZATION

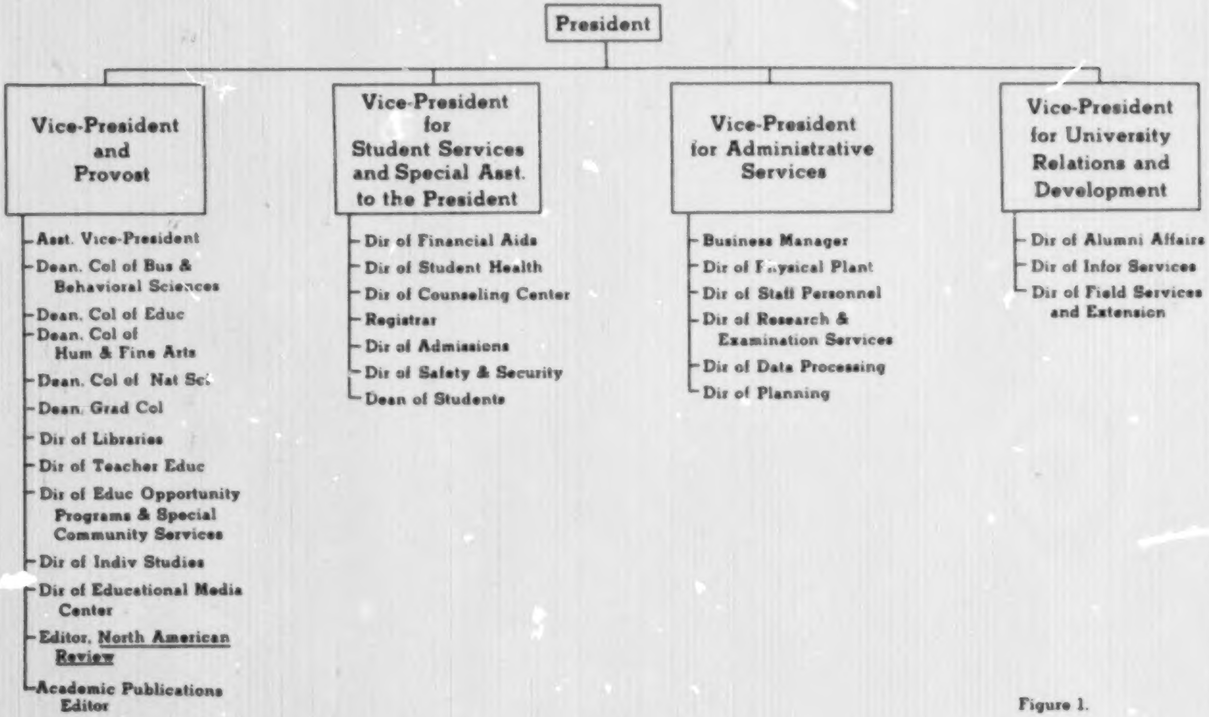
President
Vice-President and Provost
Asst. Vice-President
Dean, Col of Bus & Behavioral Sciences
Dean, Col of Educ
Dean, Col of Hum & Fine Arts
Dean, Col of Nat Sci
Dean, Grad Col
Dir of Libraries
Dir of Teacher Educ
Dir of Educ Opportunity Programs & Special Community Services
Dir of Indiv Studies
Dir of Educational Media Center
Editor, North American Review
Academic Publications Editor
Vice-President for Student Services and Special Asst. to the President
Dir of Financial Aids
Dir of Student Health
Dir of Counseling Center
Registrar
Dir of Admissions
Dir of Safety & Security
Dean of Students
Vice-President for Administrative Services
Business Manager
Dir of Physical Plant
Dir of Staff Personnel
Dir of Research & Examination Services
Dir of Data Processing
Dir of Planning
Vice-President for University Relations and Development
Dir of Alumni Affairs
Dir of Infor Services
Dir of Field Services and Extension

Figure 1.

UNIVERSITY OF NORTHERN IOWA
ADMINISTRATIVE ORGANIZATION
DIVISION OF INSTRUCTION

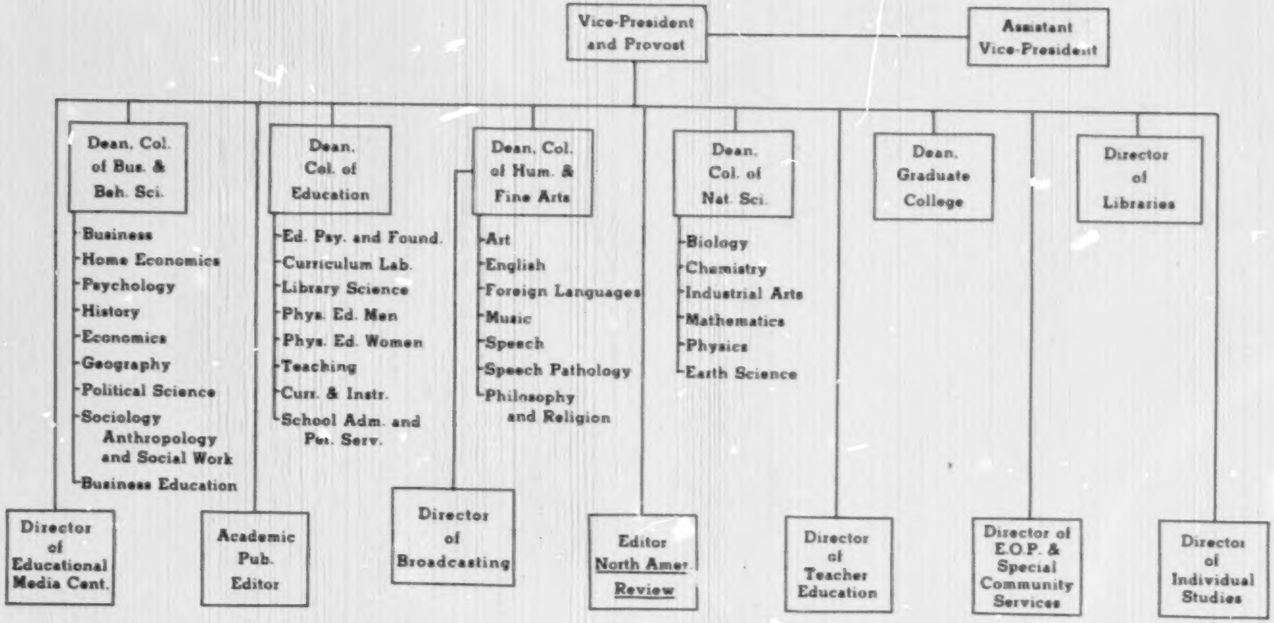
Vice-President and Provost
Assistant Vice-President
Dean, Col. of Bus. & Beh. Sci.
Business
Home Economics
Psychology
History
Economics
Geography
Political Science
Sociology Anthropology and Social Work
Business Education
Dean, Col. of Education
Ed. Psy. and Found.
Curriculum Lab.
Library Science
Phys. Ed. Men
Phys. Ed. Women
Teaching
Curr. & Instr.
School Adm. and Per. Serv.
Dean, Col. of Hum. & Fine Arts
Art
English
Foreign Languages
Music
Speech
Speech Pathology
Philosophy and Religion
Dean, Col. of Nat. Sci.
Biology
Chemistry
Industrial Arts
Mathematics
Physics
Earth Science
Dean, Graduate College
Director of Libraries
Director of Educational Media Cent.
Academic Pub. Editor
Director of Broadcasting
Editor North Amer. Review
Director of Teacher Education
Director of E.O.P. & Special Community Services
Director of Individual Studies

Figure 2.

Membership of the committee is composed of students, faculty, and administrators, all appointed by the President and reporting to the Vice-President and Provost. The committee meets on call of the Vice-President and Provost, who serves as chairman.

Administrative Council. The Administrative Council functions to coordinate the activities of administrative units; to discover and resolve administrative problems; to survey continuously administrative procedures; when necessary to recommend administrative policy creation; and, when appropriate, to participate in general policy creation. The Council acts as a decision-making body on questions submitted to it by the President. The Council meets the second Monday of the month at 10:00 a.m. In the absence of the President, the Vice-President and Provost presides. Membership of the Council includes:

President
Vice-President and Provost
Vice-President for Student Services
Vice-President for Administrative Services
Vice-President for University Relations and Development
Business Manager
Assistant Vice-President, Academic Affairs
Assistant Business Manager
Dean of Students
Dean of the College of Business and Behavioral Sciences
Dean of the College of Education
Dean of the College of Humanities and Fine Arts
Dean of the College of Natural Sciences
Dean of the Graduate College
Director of Planning
Registrar
Director of Admissions
Director of Public Information Services
Director of Field Services
Director of Educational Opportunity Program
Director of Library Services
Director of Alumni Affairs
Director of the Physical Plant
Director of Staff Personnel
Director of Data Processing
Director of Safety and Security
Chairman of the Faculty Senate
Chairman of the Faculty
President of the UNI Student Association

Admission and Retention. This committee considers admission of undergraduate students to the university as well as their retention in the university. It supervises the administration of the admissions policies as provided by the State Board of Regents and the administration of probation, suspension, and readmission of undergraduate students according to the principles adopted by the faculty and procedures developed by this committee.

The membership of the committee is as determined by the University Faculty Senate with the Registrar serving as executive secretary. The committee reports to the University Faculty Senate, selects its own chairman, and meets at his call.

Affirmative Action Committee. The Affirmative Action Committee is responsible for monitoring the university's compliance with affirmative action policy and procedures for employment, retention, and advancement of staff, and recommends policy and procedures to the President in the area of affirmative action. The committee is also responsible for collecting and disseminating information relating to federal and state laws, public policy statements, elective orders, and other literature pertaining to the subject.

Committee membership includes the Vice-President and Provost, the Vice-President for Student Services, the Vice-President for University Relations and Development, a representative from Staff Personnel, a representative from each of the three university nonacademic committees (Committee on the Administration of Clerical Personnel, Physical Plant Committee, and Student Services Committee), the two reviewers (one minority and one female), and two faculty members. The chairman of the committee is the Vice-President and Provost, and the committee meets at his call.

Athletic Board. The Athletic Board deals with athletic eligibility, awards, athletic conference rules, relations with other conference schools, the UNI-Arthur D. Dickinson Relays, and the operation of the intercollegiate athletic program.

The committee is composed of six faculty appointed by the President, two students (one appointed by the Student Association and one appointed by the "I" Club), the Business Manager, Director of Athletics, and the Head of the Department of Physical Education for Men. The Athletic Board reports to the University Faculty Senate and the President. The chairman of this committee is the individual appointed by the President to serve as the faculty representative to the North Central Conference. The committee meets at the call of the chairman.

Campus Planning Advisory Committee. The Campus Planning Advisory Committee is charged with responsibility for long-range campus planning, including the location of buildings, streets, walks, playing fields, and parking lots and is charged with the responsibility of keeping the faculty informed regarding present plans for building modifications as well as the long-range campus plan.

The committee is composed of two members appointed by each of the deans of the four instructional colleges, one member appointed by the Vice-President for Student Services, one by the Vice-President and Provost, one by the Vice-President for Administrative Services, and two students. The chairman is elected by the committee and meets at the call of the chairman or the Director of Planning.

Colombian Exchange. This committee reviews the activities of the Colombian Exchange Program. It makes recommendations on policies and programs, and arranges for receiving staff and students from the Universidad Pedagógica Nacional, Bogotá, Colombia.

The committee is composed of seven faculty appointed by and responsible to the Vice-President and Provost and four students selected by the Student Senate. The chairman is selected by the committee which meets at his call.

Committee on Committees. The committee makes nominations from the university faculty or the instructional faculty for every elective office of the university or instructional faculty, except as otherwise provided, and supervises faculty elections. In addition, the committee reviews committee structure and committee operation, and makes recommendations for elimination of committees no longer needed. The committee also suggests appropriate staff for university committees and seeks to help spread committee work equitably.

This committee is responsible to the university faculty and is composed of seven members, one elected from each instructional college and three from the university faculty at large. The group elects its own chairman and meets at his call.

Curricula. The duties and responsibilities of the Committee on Curricula are as follows:

A. Power to approve changes in course numbers, titles, and hours of credit. It can approve minor rewording of definitions of majors and minors. The University Faculty Senate may exercise veto power.

B. Recommends other changes in courses, majors, minors, and curricula which do not materially alter basic curricular patterns to the University Faculty Senate.

C. It considers new courses, new majors, new minors, new curricula and major changes in curricular patterns and makes recommendations to the University Faculty Senate.

The committee is composed of seven elected faculty members — one to be elected from and by instructional faculty of each college, including the Graduate College, and two members to be elected by and from the instructional faculty at large — plus two students chosen by the Student Senate. In addition to the regular members, the committee includes the following ex-officio members: the Registrar, who serves as secretary, the Assistant Vice-President for Academic Affairs, and the

Director of Teacher Education. The Assistant Vice-President for Academic Affairs serves as chairman of the committee which meets at his call.

Educational Policies Commission. The commission has three purposes. First, to study all present practices to discover whether or not they conform to accepted philosophical principles and are making satisfactory contributions to the achievement of the purpose of the university. Second, to consider with administrative officials such educational problems and questions as may be important to the welfare of the institution. And third, to bring to the administration or any committee, suggestions and questions concerning the improvement of institutional policies, the curriculum, the administration, instructional methods, etc.

Membership of the Educational Policies Commission includes nine faculty nominated by the Committee on Committees and elected by the faculty, and eight students selected by the Student Senate. The committee reports to the University Faculty Senate, selects its own chairman, and meets on the first and third Thursday.

Ethnic Minority Cultural and Educational Center Policy Board. The principal responsibility of the EMCEC Policy Board is to develop a set of broad policies for the operation and management of the Center.

Membership of the board includes three faculty named by the University Faculty Senate, six students (three named by the Student Senate and three named by the Afro-American Society), one alumnus appointed by the Alumni Board, and three community members appointed by the President. The board meets at the call of the Director of the Educational Opportunity Programs and Special Community Services.

Faculty Budget Committee. The committee makes available to the faculty information which is relevant to all phases of the budgetary processes. Prior to the presentation of the annual budget to the Board of Regents, the committee reports to the faculty on the university budget, budget priorities, and the procedures by which they are developed. The Faculty Budget Committee is available for consultation with the Faculty Welfare Committee, the Academic Master Plan Committee, the office of University Relations and Development, and college budget committees, and all other agencies or groups concerned with budgetary planning.

The committee consists of seven members elected as follows: one member elected by and from the faculty of each college, including the Graduate College; one member elected by and from the university faculty-at-large; and one member elected by and from the Faculty Welfare Committee.

Faculty Welfare Committee. The committee considers and makes recommendations to the Faculty Senate on all financial and budgetary problems concerning the faculty, and problems concerning the administration of faculty personnel —

such as matters of employment, advancement in rank, shift from probation to tenure or continuing employment, evaluation of training and teaching experience, teaching loads, formulas for travel allowance, and matters of broad policy which do not fall clearly within the scope of other established committees. The committee, in accordance with policies and procedures approved by the Faculty Senate and the President, serves as a faculty grievance committee. It also serves as a representative of the faculty who may be called on to meet with committees of the State Board of Regents or legislature or any other groups that are considering problems of concern to the faculty.

The University Faculty Welfare Committee is composed of seven members: one member elected by and from the faculty of each instructional college, one member elected by and from the noninstructional faculty, and two members elected from the university faculty-at-large; plus two *ex officio* members, without vote: one college dean and one department head, from different colleges, who are designated by the Vice-President and Provost.

General Education. The General Education Committee continuously reviews the effectiveness and relevance of the General Education Program. The committee confers with instructional departments and the university faculty and prepares proposed additions, alternatives, and deletions to the program.

The committee membership includes five elected faculty and three students elected by the Student Senate. The committee is responsible to the University Faculty Senate. The chairman is selected by the committee and meets at his call.

Graduate Council. The Graduate Council monitors policies and procedures and generally oversees the graduate program. The council acts on all graduate curriculm matters. Major changes in graduate policies and programs which are contemplated by the council are referred to the Graduate Faculty for their consideration. In dealing with curriculum matters, the Graduate Council functions as a permanent subcommittee of the University Committee on Curricula; in dealing with other matters, the council acts as a committee of the University Faculty Senate.

The Council has thirteen members. Two are elected from the Graduate Faculty at large, and eight are elected from the faculty of the four instructional colleges (two per college). The three other council members are *ex officio:* the chairman of the Graduate Faculty, the Vice-President and Provost, and the Dean of the Graduate College. The Graduate Dean chairs the council, and it meets at his call.

Individual Studies Board. The Individual Studies Board recommends policy to the Vice-President and Provost and the President. The Board hears reports on individual student programs by the Director and confirms his arrangements for structuring programs and admitting and dropping students in the program.

The board is composed of the Assistant Vice-President for Academic Affairs, the Director of Individual Studies, four faculty appointed by the Vice-President and Provost, and five students elected by the Individual Studies students and confirmed by the Student Senate. The board makes an annual report to the University Faculty Senate. The Director of Individual Studies and the President of the Individual Studies Student Association serve as co-chairmen, and meetings are held at their call. The board is responsible to the Vice-President and Provost.

Insurance and Retirement. This committee studies and makes recommendations concerning all aspects of general welfare of individuals employed by the university. In particular, the committee focuses on (but is not limited to) fringe benefits.

The committee is composed of six members appointed by the Vice-President for Administrative Services of whom three are nonacademic personnel. The committee reports to the Business Manager and to the Vice-President for Administrative Services. The chairman is appointed, and the committee meets on his call.

The Panel on Faculty Conduct. The "Procedure for Imposing Discipline on a Faculty Member" short of dismissal approved by the UNI faculty and subsequently by the Board of Regents in June of 1972 provides for a *Faculty Disciplinary Committee* to be selected from a "Panel on Faculty Conduct." This panel consists of 15 faculty members elected for five-year terms by the faculty at large, and from this panel individuals will be selected to serve as a committee for each specific case that may arise.

The panel is elected from nominations made by the Committee on Committees, and terms are staggered so that one fifth of the total number of terms expire each year. The panel seeks to have fair representation from each college and the non-instructional faculty and from each academic rank. There is no restriction on the number of terms a member may serve.

Parking and Traffic Committee. The committee is composed of two subcommittees. The Policy Subcommittee suggests to the Vice-President for Student Services policies and procedures to control traffic on the campus and to provide adequate parking for students, staff, and visitors. The Appeals Subcommittee hears appeals to tickets for violating parking regulations and meets weekly to hear appeals. Time of these hearings is available through the Security Office.

The Policy Subcommittee of the Parking and Traffic Committee is composed of six staff appointed by the Vice-President for Student Services and four students selected by the Student Senate.

The Appeals Subcommittee is composed of four staff appointed by the Vice-President for Student Services and six students selected by the Student Senate. Each subcommittee is responsible to the Vice-President for Student Services.

President's Cabinet. The Cabinet coordinates the main administrative divisions of the university, acts as the final budget recommending and reviewing body, and functions, when necessary, as a final appeals body.

The Cabinet is composed of:
- President
- Vice-President and Provost
- Vice-President for Student Services
- Vice-President for Administrative Services
- Vice-President for University Relations and Development

On occasion the Director of Public Information Services also meets with the cabinet.

Cabinet meetings are scheduled the first and third Mondays of the month at 10 a.m.

Professional Development Leave Committee. This committee makes recommendations to the Vice-President and Provost concerning acceptability of proposals submitted by staff requesting professional development leaves and suggests priorities among the proposals.

Membership of the committee includes four faculty (one elected from each college) and a fifth member without college affiliation appointed by the Vice-President and Provost. The Vice-President and Provost, or his representative, serves as chairman (nonvoting), and calls meetings of the committee.

Research and Curriculum Development. The function of the Committee on Research and Curriculum Development is to stimulate faculty research, review proposed projects, and make appropriate recommendations to the Vice-President and Provost. The committee also makes recommendations to the UNI Foundation concerning support of projects.

The committee consists of the Graduate Dean and four members of the instructional staff appointed by the Vice-President and Provost. The committee is responsible to the Vice-President and Provost and meets at the call of the chairman, who is the Graduate Dean.

Safety and Health Committee. This committee reviews standards of the Occupational Safety and Health Act (OSHA), and recommends policies and procedures consistent with OSHA requirements to the administration for final review and disposition. The committee also considers educational programs such as workshops and special training sessions to help develop understanding and awareness of sound safety and health practices among university employees.

The committee consists of eight staff appointed by the Vice-Presidents for Administrative Services and Student Services. The committee selects it own chairman.

Student Affairs Committee. The Student Affairs Committee serves in an advisory capacity to the Vice-President for Student Services. It reviews, discusses, and makes recommendations on matters pertaining to student life. The committee also makes suggestions to the University Faculty Senate, Student Senate, and existing committees on items concerning the improvement of student life.

The committee includes five faculty members nominated by the Committee on Committees and elected by the faculty, five students selected by the Student Senate and the Dean of Students. The committee is responsible to the Vice-President for Student Services and meets at the call of the chairman, who is elected from the membership of the committee.

Student Grievances, University Faculty Board of Review. This Board of Review hears appeals according to procedures outlined for the redress of student grievances in the *Faculty Manual* and in the *Student Guide.*

The Board is composed of five full professors (one elected from each of the five colleges). Meetings are called by the chairman, who is selected by the Board.

Teacher Education Standards and Practices. This committee conducts a continuous review of the undergraduate teaching curricula and reports to the Committee on Curricula with recommendations for revision of strengthening of teacher education. The committee prescribes the procedures and methods for approval of students seeking admission to teacher education. The committee acts on all applications, and has the authority to cancel approvals. The committee approves students for the teacher education program according to the basic standards and policies set up by the Faculty and the State Board of Regents.

Membership on the committee includes the Director of Teacher Education, the deans of the four instructional colleges, the Registrar, the Director of Student Teaching, and two elected members of the faculty who devote the major portion of their time to instruction. The Director of Teacher Education serves as chairman of the committee, which meets at his call. The committee is responsible to the University Faculty Senate.

Committees on Non-Academic Personnel. There are three committees elected to represent the non-academic personnel: the Committee on the Administration of Clerical Personnel, the Physical Plant Committee, and the Committee for Student Services. These groups advise the President on matters relating to the welfare of the non-academic staff and the improvement of the operation of the university.

Section III

Services and Facilities

Office Machines

In certain offices and departments of the university are located special types of office machines designed to perform particular jobs for which the average office is not equipped. The university wishes to make this equipment available, insofar as possible, to all departments of the institution for use in research or special projects. Since priority in the use of the equipment rests with the office in which it is located, certain conditions must apply to use by the general faculty. Special machines and services of possible interest to the faculty and conditions for their use are discussed below.

Addressograph equipment is located in the University Mail Center. Addressograph plates are maintained for all county superintendents, school superintendents, principals, and guidance directors, as well as for faculty members and all other employees of the university. Officers of professional societies and campus organizations of various types who must keep in periodic contact with their members may wish to investigate the use of the addressograph service. Although, in most instances, the service is provided without charge and without use of a requisition, there are some exceptions and it would be well to make inquiry. In this same office is an Addressograph-Multigraph Transfer Printer, a machine which combines the advantage of the programmed address records for purposes of bulk mailings.

Postal Machines and Mailing Information. Two postal mailing machines are located in the University Mail Center, Room 135 and 145, Administration Building. Postal service is provided without charge to faculty members or departments. However, arrangements must be made with the University Mail Center for paying the cost of postage. Information regarding mailing regulations and postage rates is available.

Mail distribution and collection. Mail is delivered twice each day to departmental offices. At the same time, the campus mail carrier will pick up out-going mail. University employees should plan to pick up their mail in the department offices rather than at the University Mail Center.

Folding machines are located in the University Mail Center and are available for use by all departments. The office staff will give instructions in the operation of the machines or will provide the folding service when time permits. Arrangements should be made in advance for large quantity.

Two Robotype machines, used only for production of individually typed form letters, are located in the office of the University Mail Center. The process is not economical unless 50 or more letters are to be produced. Ordinarily one should not ask to have a letter robotyped unless it is to be personalized for each recipient. Check with the Director of Field Services concerning use of this facility. If he agrees to having the letter robotyped, there will be no charge.

Photocopy machines are located in the UNI Library, the Office of the Registrar, the Curriculum Laboratory in the Education Center, and the Mimeograph Office (Printing Room), as well as various departmental offices on campus. The Library's photocopy service is primarily designed to provide for the copying of library material. Other materials should be directed to departmental or other machines in the university's various administrative units and academic departments. There is a charge for most work done for staff and students except for the 75 pages of photocopied library material available to faculty members each semester, without charge.

Instruction and Research Computing Services. Computation Services, located in Rooms 42-45 Baker Hall, provides computing facilities and services to meet the instruction and research needs of the University community. UNI is linked via telephone line to IBM 360/65 computers located at Iowa State University and the State University of Iowa. UNI faculty and students have access to hundreds of programs and program packages in the ISU and SUI computer libraries via the computer terminal in Baker Hall. The Computation Services staff is large enough to meet the computing needs of UNI faculty and students, yet small enough to be responsive to your needs. Computation Services provides the following services:

- non-credit short courses in program languages and computer usage
- user's manual
- assistance in systems design
- program debugging assistance
- software consultation
- keypunching
- open use of keypunching equipment
- processing of computer programs
- custom programming

Each faculty member who wishes to use the computer and/or keypunching facilities for instruction or research, should consult with Computation Services staff during the early planning stages of the project. The purposes of the consultation session are to determine possible funding sources and determine which existing computer programs or program packages meet your needs. Computation Services staff also provides a limited custom programming service.

Typical applications of the programs and program packages available in the ISU and SUI computer libraries include: analysis of variance, basic statistics, factor analysis, literature content analysis, literature search, non-parametric statistics, questionnaire evaluation, simulations and regression analysis. Program packages (a series of easy-to-use programs) are also available and include: Biomedical Computer Programs, International Mathematical and Statistical Library, Non-parametric Statistics, OMNITAB, Scientific Subroutine Package, Statistical Package for the Social Sciences. User programs can also be written in FORTRAN, COBOL, PL/1, ASSEMBLER, ALGOL 60 or SNOBOL programming languages.

Mimeograph Services. The university maintains a duplicating center, referred to as the "Mimeograph Office" or "The Printing Room," which is equipped to do mimeograph or offset work. The service is available to all faculty members and staff.

Mimeograph service is requisitioned on the yellow requisition blank. The typed material to be duplicated must be attached to the requisition and signed by the department head and then sent on to the Business Office to be approved.

At least one week (or two — depending on the size of the job) should be allowed for the work to be completed. Final examinations should be submitted at least two weeks in advance. At times, when there is a large amount of work ahead in the mimeograph service, faster completion will be possible if the original master-ready copy is brought in to the Mimeograph Office in advance by the departmental offices.

Counsel on special duplicating problems (offset or mimeograph) will be provided by the staff of the Mimeograph Service.

The Secretarial Pool is located in Room 35, Baker Hall. The Secretarial Pool has equipment for recording dictation made from any extension telephone in the university. Instructions for using this service may be obtained by calling the Secretarial Pool. This office also has IBM magnetic typewriters and is equipped to do many secretarial jobs that cannot be handled by the secretaries in the various departments. The Secretarial Pool is also equipped to set up material for printing. Instructors are invited to visit the Secretarial Pool office to ascertain the specific services that can be rendered by the staff and equipment in that office.

University Mail Center

The University Mail Center is part of the Field Services Division, and includes among its activities the handling of mass mailings for the university.

Large numbers of letters, brochures, pamphlets, and bulletins can be prepared for mailing in a short time. Robotype letters are also prepared.

Faculty members interested in any of the services offered should see the Director of Field Services for details.

All incoming U. S. mail is received in the Mail Center for distribution to the various departments and offices, and outgoing mail is dispatched to the city post office several times during the day. Distribution of campus mail is also handled by the Mail Center.

Business Office

Requisitions. Instructional supplies, equipment, alterations and special services requiring the expenditure of funds or labor must be requisitioned in advance through the Business Office. Pads of yellow requisition blanks may be secured in the Business Office or in departmental offices. In most instances, a requisition requires the approval of the department head.

The initiator of a requisition to purchase material will receive a copy of a formal, blue purchase order by way of acknowledgement. Requisitions for special services, if approved, will be forwarded without formal acknowledgement to the appropriate service department.

Certain commonly used office supplies are stocked in the Business Office and Mimeograph Office for sale to departments and offices. A "Local Small Order Form" is available for use of departments to purchase certain small items off campus. The procedure allows prompt pick up of inexpensive items without much paperwork. Contact the Business Office for specific details regarding the use of these forms.

Purchases of any kind, except by requisition, should not be made unless special authority is granted by the Business Office. This precludes the possibility of making purchases and then submitting requisitions to cover the charges.

Keys. Keys to buildings and rooms are issued by the Business Office. The keys are requisitioned by the head of the department from the Security Office. That office will prepare the key record card and forward the key and card to the Business Office as quickly as possible. The key record card must be signed and the deposit (usually $1.00 or $2.00) paid at the Business Office. The deposit is returned when the key is returned to the Business Office. Staff members should not pass keys to one another. No staff member is authorized to possess a university key until it has been requisitioned by the department head and signed for by the staff member on the key record card. The key deposit will be returned by the Business Office only to holders of record.

Lost and Found. The Business Office maintains a Lost-and-Found service for the convenience of all members of the community. Found items should be turned in promptly to the Business Office in order to expedite their return to owners.

Borrowing Equipment. State law forbids the lending of university - owned property to individuals or organizations not connected with the university. Faculty members who wish to use university equipment for off-campus lectures, classes or research projects may make arrangements through their department heads or the Business Manager.

Physical Plant Department

The Physical Plant Department is responsible for maintenance, repairs, and alterations of university buildings and the upkeep of campus grounds, providing custodial service, supervision of construction, and for special services to the faculty and administration which fall within its jurisdiction.

Work requisitions are required for all services except those involving building maintenance, minor building repairs, or emergencies. Requisitions must be routed through the Business Office to be processed. Adequate time should be allowed: requisitions for services should be initiated at least two weeks before the work is to be done; requisitions for built-in equipment or alterations should be initiated a month (minimum time), or more, in advance of the need, depending on the size of the project.

Special assistance is offered by the Physical Plant Department in designing and planning major alterations and repairs. A work requisition breifly outlining the need should be submitted through the Business Office. The department initiating the requisition will be contacted by a Physical Plant Department representative.

Purchase of equipment which is to be permanently attached to the building, or which will require utility connection other than 110-volt AC current, should be discussed with the Physical Plant Shops office before the purchase requisition is submitted.

Emergencies, other than fire, should be reported immediately by telephone to the Physical Plant Shops office, (UNI Ext. 3-2682). Building maintenance or minor building repair needs should be reported directly to the Physical Plant Department through campus mail on the form headed "Request for Minor Repairs". This form is obtained at the Physical Plant Department office or in departmental offices. The use of this form is reserved to items which are clearly the maintenance responsibility of the Physical Plant Department; this includes buildings and building equipment, and certain general classroom furniture.

The Building Services Division is responsible for the housekeeping in all academic buildings. The custodians' duties include routine and special cleaning of all floor areas, venetian blinds, shades, light fixtures, rest rooms, and spot cleaning *of walls, as well as replacement of most light bulbs and fluorescent tubes.* Custodians are provided with manuals outlining assigned areas, procedures for cleaning, and frequencies that cleaning tasks are to be performed. Areas assigned are such that a conscientious worker does not have time to perform special functions for academic departments. Special and emergency custodial services are handled through the Building Services office, (UNI Ext. 3-2306).

The University Library

The Library's Resources. The principal collections that make up the library's total resources are as follows:

General Book Collection
Periodical Collection
Documents Collection (U. S. Government Publications)
Map Collection
Art and Music Collection
Micro Material Collection
Browsing Collection
Youth Collection (children's literature and other typical school media center material)

For information on the arrangement, classification, and scope of these and other collections, see the *Library Handbook* or inquire at the Information Desk in the library.

Ordering Library Materials. Faculty members are invited to recommend books, periodicals, musical recordings, non-music audio cassettes, reproductions of art works, etc., for purchase by the library. Special cards for making such requests may be obtained from the Acquisition Department in the library or the library liaisons in the various academic departments. Persons may ask to be notified when requested items are ready for use.

Reserve Books. Because the Reserve Book Collection is a closed collection, a book should not be placed on reserve unless a class will be given specific reading assignments in that book. Questions concerning Reserve Book service should be directed to the Head of the Circulation Department. Order requests for reserve books should go directly to the Circulation Department of the library.

Photocopying. The library has a program through which each instructional faculty member may receive 75 free photocopied pages of library material each semester. Non-library material and library material beyond the 75 free pages will be photocopied at the individual's expense or charged to other university budgets.

Under terms of the current copyright law, the library makes only one copy of copyrighted material.

Loan Privileges. Faculty members may keep books from the general collection beyond the designated due date when there is continuing need, but all faculty members are expected to respond promptly to recall notices from the library. When books are not being used they should be returned to the library to make them available to other persons and to avoid unnecessary recall notices. Faculty members are expected to observe designated due dates for books from the Reserve Collection, the Youth Collection, and the Browsing Collection and recordings from the Art and Music Collection. Unbound periodical issues do not circulate. Faculty members use their regular faculty ID cards to charge out library material.

Interlibrary Loan. Faculty members may request that books or periodical material not owned by the UNI Library be borrowed from other libraries. General codes and policies limit the type of material and quantity to be borrowed and obligate the borrowing library to observe conditions imposed by the lending library concerning use of material and duration of loan. Requests for periodical articles are usually filled by photocopies. The library provides each faculty member, without charge, up to 75 pages of interlibrary loan photocopy per semester. The faculty member pays the actual charges incurred for photocopies in excess of 75 pages. Interlibrary loans are handled by the Reader Service Department.

Faculty Authorization Card. A faculty member may have someone else (such as a secretary or a student assistant) check out materials for him if a Faculty Authorization Card is on file in the library. Inquiries about this procedure should be directed to the circulation department.

Table of Contents Copying. The library will provide to faculty members, without charge, photocopies of the table of contents pages of scholarly journals. Faculty members desiring this service should apply to the circulation department indicating the titles of the journals in which they are interested. The journals designated by an individual should have a fairly obvious relationship to his subject field and the list of titles should be reasonable in number.

Faculty Studies. The library has a limited number of studies available for assignment to faculty members. Assignments are for a full semester. Applications should be submitted one full month before the first day of the semester for which an assignment is requested. Applications are available in the office of the Director of Library Services.

Library Bulletin. This is a listing published every two weeks of material acquired by the library. It is distributed regularly to faculty members who request it. Requests should be sent to the acquisition department.

Educational Media Center

The primary function of the Educational Media Center is to provide a variety of media, equipment, and services for the total university. The Educational Media Center consists of seven closely related areas—the Audio Production Services, the Audio-Visual Services (including the Audio Listening Center), the Communication Center (Education Center Building), Graphics and Photographic Services, the Media Laboratories, Motion Picture Production Services, and Television Services.

Audio Production Services provides opportunities for professional sound recording, mixing, and editing in studio or on location. Located on the third floor of the Auditorium, this service is equipped to produce high quality master tapes in both reel-to-reel and cassette formats.

Audio-Visual Services, located on the first floor of the Commons, is the university-wide service agency charged with the responsibility of obtaining, distributing, and coordinating media software and equipment. The A-V Center provides a complement of audio-visual equipment in each instructional building and also maintains a variety of media equipment which is available for check-out in the Commons. The Audio-Visual Center also maintains a library of media software consisting of 8 and 16mm films, regular and sound filmstrips, slides, audio tapes, and records. Fifty-five carrels are available for previewing media software.

The Communication Center, in the basement of the Education Center Building, utilizes a unique color television system to distribute all types of audio-visual media to every classroom and laboratory in the building. The Center also contains a color television studio and control room for the origination of professional color television programming. The five large lecture halls are equipped with multiple rear screens and remotely controlled multi-media equipment.

Graphic and Photographic Services, located on the ground floor of the Commons (west), provides diverse systems for the design and production of media materials. Almost any type of audio-visual material can be produced locally to assist faculty and staff in implementing instruction. Examples of these materials are overhead transparencies, posters, charts, reproduction copy for offset, printed learning packages, three-dimensional models, displays, photographs, and slides.

The Media Laboratories, located on the second floor of the Commons, provide facilities, equipment, and self-instructional programs for all students and faculty who want to produce their own instructional materials or learn the operation of a wide variety of audio-visual equipment. In addition, a media supply room houses materials available for purchase.

Motion Picture Production provides a university-wide service in super 8mm and 16mm filmmaking, including budgeting, production planning, filming, titling, limited animation, and sound recording. Two studios and an editing room have been established in the Commons for on-campus production activities.

Television Services provides four-fold capabilities to the university community. A professional television studio, located on the third floor of the Auditorium building, is connected to five large classrooms, all equipped with high quality television monitoring facilities. A smaller classroom-studio, with all equipment remotely controlled, can be scheduled for recording of student-teacher performance and other classroom activities. Two previewing areas, for both small-and large-group viewing of prerecorded video tapes, are also available in the same building.

Curriculum Laboratory

The Curriculum Laboratory is a facility where students and faculty, as well as in-service teachers and administrators, may pursue educational studies and projects related to curriculum and instructional development. The Curriculum Laboratory is located on the second floor of the Education Center, room 222.

Since the Curriculum Laboratory moved into its new facility it has both increased its size and its services. To facilitate the use of innovative materials which are available to faculty and students, the Lab has employed a key-sort system for notifying faculty of materials available and materials received. Approximately 50,000 educational publications are systematically organized and available for examination, study, and research. Included in the Lab are approximately 6,000 elementary and secondary curriculum guides which are produced and used by school systems throughout the United States. Other widely used materials include approximately 400 resource units, 5,000 current educational materials and equipment catalogs, 500 commercial games, 8,000 professional pamphlets and research monographs, 10,000 elementary and secondary textbooks, and 1,500 educational methods books. The Curriculum Laboratory has also added Xerox copying service to faculty and students.

University Museum

The University Museum, located in the Physical Plant Shops Building on 31st Street west of Hudson Road, is available as an educational resource to both university classes and area schools, and is also a cultural facility for local clubs and individual visitors.

Four subject categories comprise the Museum's collections: geology, biology, anthropology, and history. The geology collection consists of some 28,000 specimens, and the bird collection includes most birds indigenous to the midwest as well as some rare and extinct birds. Collections also contain large and small mammals, reptiles, fish, and marine invertebrates, including 38,000 shells. American, Iowa, and local history are represented from colonial times to the present by a variety of artifacts and written and printed documents. The anthropology area, which began with a collection of Indian arrowheads, axes, mauls, and Pueblo pottery, is the most rapidly expanding area now at the Museum and includes important collections from Africa, Asia, the Pacific Islands, and South and Central America.

The Museum is open afternoons from 1 to 4:30 p.m. Monday through Friday during the academic year; mornings from 9 o'clock to 12 noon, Monday through Friday, during the 8-week summer session; and the first and third Sundays of each month from 2 to 4:30 p.m. when the university is in session. Groups are welcome to visit at other times also by special appointment. Although large groups such as classes and clubs are asked to phone or write the Museum in advance for appointments, all others are invited to come without appointment at any time the Museum is open.

Archives

The Archives, located in the Library, are designed for the collection and preservation of historical materials relating to the University of Northern Iowa. They contain extensive collections of official correspondence relating to the university, files of the publications of the university since 1909, and much published material dating back to the Iowa State Normal School, 1876-1909. Faculty members and students interested in any item relating to the history of the university are invited to consult with the Archivist for answers to their questions.

Contributions of material appropriate for the Archives are earnestly solicited from the university's various administrative units, academic departments, committees, and organizations.

Bureau of Research and Examination Services

Faculty members are invited to consult the Bureau to explore the many opportunities and facilities for research that exist in the university and for assistance and counsel concerning any specific research problem. The following items, discussed elsewhere in this booklet, should also be consulted by the reader interested in research: Research Funds, Machine Tabulation Services, and the Library.

Aid is also provided by the Bureau in the construction and analysis of course tests or examinations and in the scoring of tests on the IBM test-scoring machine.

Field Services

A variety of services that have to do with the university relationship with off-campus students, teachers, and the public in general is included in Field Services.

The following separate services are represented: Extension, Museum, the Office of Career Planning and Placement, and the University Mail Center. Activities of these offices which are of special significance to the faculty are discussed under separate headings.

Extension Service

The Extension Service is the most ramified area in Field Services. In addition to the areas of Consultant Services, Educational Publications and the dispatching of university cars, which are discussed under separate headings, the Extension Service includes the organization and administration of off-campus credit classes, on-campus non-credit classes, correspondence study, education conferences, as well as serving as an information resource for university speakers and providing personnel for Career Days, College Nights, and in-service programs for schools and business.

Consultant Services

The Consultant Service program is one of the most significant activities of the Extension Service. Its main purpose is to assist school administrators, supervisors and teachers with in-service work. To staff this program regular members of the various departments of the university are primarily used on a part-time basis, with occasionally a person being assigned on a full-time basis for a semester or part of a semester.

Consultants use a variety of methods to introduce new teaching techniques along with suggesting current instructional materials. They give demonstrations, design workshops, as well as work through individual and group conferences with teachers and administrators. Consultants assist with such problems as curriculum revision, school surveys, planning and equipping school buildings and school librarians. The current charge for a consultant to serve in the public schools varies from no charge to $50 per day or for any part of a day. Detailed information on such charges is available in the "Consultant Bulletin" published annually by the Extension Service.

For special consultative assignments, such as teachers pre-school institutes, content judging, Saturday field work, or assignments demanding special preparation the faculty member may expect to receive a stipend from the school district served. The amount varies from approximately $25 for one-half a day to $50 - $75 plus travel expenses for an entire day.

The Department of Business Education and Office Administration, and the Department of Industrial Arts and Technology, in cooperation with the Extension Service and the State Department of Public Instruction, have sizable programs of consultative services in their respective areas of specialization. These programs are well subsidized by federal funds, making it possible for selected members in the respective departments to devote a considerable amount of their professional effort to consultative services and the offering of short courses, conferences, extension classes and workshops throughout the state.

Educational Publications

The Extension Service is responsible for the sale and distribution of various educational publications of the university. These publications are designed to meet instructional needs and to disseminate the results of faculty research.

Three types of publications are issued: Educational Service Publications, which provide suggestions on teaching techniques or problems; Research and Survey Series, which describes the results of faculty research; and the Instructional Materials Bulletins, which list articles, books and pamphlets relating to a particular area or topic. The educational films produced by the Univeristy of Northern Iowa are advertised and marketed by the Extension Service. The publications are distributed at cost with a price list being available at the Extension Office.

Faculty members with ideas for new publications in any of the three publication series are invited to discuss possibilities with the chairman of the Committee on Educational Publications.

University Cars

University cars are scheduled through the Extension Office. Ordinarily a faculty member who travels off campus processes an absence form on which he may request the use of a university car, if desired, provided the trip is university business. If the trip is sponsored by the faculty member's department, the department's travel budget is charged at a rate of seven cents a mile. If the trip is at the request of the university, or is considered "general travel," there is no charge. University automobiles may be used only for university business.

Priority in use of university cars is given to full-time extension workers and to those traveling at the request of the university. There are certain limitations on use of university cars for out-of-state or long-distance travel. These and other rules and regulations can best be clarified by talking with the Director of Extension Service.

The university carries liability insurance which covers faculty and other staff members when they drive university cars on official business. The coverage is as follows: $50,000 for property damage, $250,000 for personal injury or death of one person and, subject to said limits for one person, $500,000 for personal injury or death of more than one person arising out of a single accident. Faculty members injured while driving or riding in a university car while on university business are covered by Workmen's Compensation and Automobile Liability Insurance. All drivers of university cars should make certain that they have personal driver's licenses valid in Iowa, and passengers as well as drivers should see that their travel is properly authorized. Coverage does not apply to passengers who are not employees of the university, and they should not be permitted to drive university vehicles.

Alumni Services

The Alumni Service maintains an up-to-date file of graduates of this institution and their current addresses. The *Alumnus*, containing news of the alumni and the university, is mailed quarterly to all alumni and faculty members. The Alumni Service office will cooperate with faculty members interested in special lists of alumni and will assist in addressing mailings upon request. The office has records for over 40,000 alumni and a current mailing list of over 38,000.

The University of Northern Iowa Foundation

The University of Northern Iowa Foundation is a nonprofit, tax-exempt corporation established to provide alumni, faculty, and friends of the university a means of contributing both ideas and money for strengthening the institution and for providing additional opportunities for her students and faculty.

The Foundation provides scholarships, money for research and equipment, and other worthwhile projects contributing to the development of the University. As part of the program observing UNI's 1976 centennial anniversary, the UNI Foundation is involved in a 10-year—10 million dollar fund drive for capital improvements.

It is not the intention of the UNI Foundation to relieve the state of its obligation for adequate support of the institution but rather to provide funds for those things which help to make a great institution and for which state funds are not likely to be forthcoming.

Since its origin in 1959 to 1974, the Assets of the Foundation have grown to over $1,000,000.

Broadcasting Services

The Broadcasting Services Department is located on the second floor of the Old Administration Building. The department oversees the production and distribution of broadcast related materials from the university to commercial and educational broadcast outlets and operates the university's two public radio stations KHKE-FM and KUNI-FM.

Since 1942, the university has produced programs of instruction and information for broadcast stations throughout the state. These features are prepared by specialists on the university staff and are produced by Broadcasting Services.

The university first entered the field of educational radio in 1960, when the Federal Communications Commission granted permission to operate KTCF, a ten watt FM station. Since that time a series of call letter changes, increases in power and rapid expansion have brought about the existance of two noncommerical educational radio outlets.

KHKE, so named in honor of retired Director of Broadcasting Herbert V. Hake, broadcasts with a power of 2,000 watts and serves the Waterloo-Cedar Falls communities with fourteen hours of concert music and fine arts programming each day.

KUNI, one of the furthest reaching FM stations in the midwest, broadcasts with a power of 100,000 watts and provides eighteen hours of cultural, educational and informational programming a day to over one million Iowans.

KHKE is located at 88.1 megahertz and KUNI at 90.9 megahertz on the FM dial.

Office of Public Information Services

Interpretation of the activities of the university to citizens of the state is the responsibility of the Office of Public Information Services. Through issuance of publications, general news releases, sports releases, and photographs this office attempts to give a continuing accounting to the taxpayers who support the institution. Effort is made to interpret the objectives, policies, and methods of the university and its various services and activities.

This office handles the technical production of university publications, provides supervision for student publications, offers consultation in problems of public relations involving the activities of students, faculty, and administrative staff, and assists in planning and executing the public information program of the State Board of Regents.

Members of the instructional and administrative staff of the university come to this office for help in planning and producing printed materials, including folders, leaflets, booklets, and bulletins. They come here, also, when they wish to provide information for the regularly issued news releases and news photographs which interpret the teaching, research, and service activities of the university to the general public.

The general news service, a part of the office, is responsible for the dissemination of news and information about the institution, its program, staff and students.

Faculty members are invited to report items which they consider newsworthy. These items may include information about research projects, conventions, conferences, special classroom projects, outstanding achievements in professional organizations by staff and students, drama, music programs, as well as other scholarly activities. Those wishing to publicize conferences, workshops, or other meetings are urged to contact the office considerably in advance of the event.

The office endeavors to maintain a complete file of biographical data sheets and photographs of all faculty members. Cooperation of new faculty members is requested to keep the file up-to-date. Arrangements can be made to have a picture taken by the Public Information Services staff photographer.

Visitors to the Campus

During the course of a year, many people visit the university campus. Faculty members are encouraged to invite prospective students and their parents to visit the campus. Visitors may be directed to the Admissions Office for information and for arrangement of tours of the university facilities.

The Office of Admissions is open during the regular school session from 8:00 a.m. to 5:00 p.m., Monday through Friday. During the summer months, the hours are from 7:30 a.m. to 4:30 p.m. Saturday is not normally a good day for appointments and tours of the campus; however, an admissions counselor is available on Saturday mornings.

Career Planning and Placement

The Office of Career Planning and Placement assists prospective graduates and alumni to secure positions in accordance with their qualifications and personal interests. Registration with the office is a graduation requirement for those on the undergraduate teaching program. For all other graduates, registration is recommended but not required.

To be eligible for placement services in teaching, an undergraduate must be in the final year of his teaching education program and must qualify for recommendation by the university for an initial teaching certificate, or for an additional endorsement or approval. On the graduate level, the student must have been admitted to candidacy for an advanced degree or qualify for an additional endorsement or approval.

Placement service is also provided in areas other than teaching. Career opportunities in many areas of business and industry, and in government service, are available to all graduates and alumni.

Faculty members are invited to consult the Office of Career Planning and

Placement about matters pertaining to placement whether in teaching or in business or industry. The placement office will also consult with wives or husbands of faculty members about employment possibilities.

As of the date this copy is being prepared, certain proposals regarding fees and registration policies are being re-evaluated and could result in changes by the 1974 fall semester.

Counseling Services

The Counseling Center is staffed with professional counselors and psychologists and provides the following services:

(1) **Individual and Group Counseling** in the areas of vocational and educational choice, personal-social adjustment, interpersonal relationships, and marital and pre-marital counseling.

(2) **Testing** in the vocational interest, personality, aptitude, and ability (intelligence) areas.

(3) **Career Information Files** which include vocational trends, job qualifications, training courses for hundreds of occupations.

(4) **Educational Information Files** including requirements for all major and minor areas of study at the University of Northern Iowa and catalogs for many colleges and universities which provide information for individuals desiring information about another school.

(5) **Study Skills Seminars** which provide efficient and practical study methods and "test taking" techniques.

(6) **Referral Services** to other areas and agencies. A close relationship is maintained with the UNI Health Service for students who desire appointments with a psychiatrist or who request medication.

(7) **Coordination with Faculty** provides the services of the counseling staff as resource individuals in instructional classes or as consultants to individual staff members or departments.

Appointments at the Counseling Center may be made directly at the center, by a telephone call, or with referral blank. As a general rule, emergency appointments are available immediately and other appointments within a short time.

Interviews are confidential.

The counseling records are kept in the Counseling Center and are available only to the staff of the Center. Information is not released without permission of the individual unless there is evidence of danger to the individual or society.

The Educational Clinic

The Educational Clinic provides university students with practical experiences in a variety of educational problems of preschool, elementary, and secondary school pupils who are referred to the clinic for help. The clinical practice includes the use and interpretation of diagnostic tests, counseling, and instruction in remedial and interviewing techniques with children, parents, school and community-resource personnel. Faculty members may arrange with the director of the clinic for group observations of testing procedures and instruction, testing experience for individual students, and counsel regarding diagnostic testing and remediation. An extensive file of representative types of group and individual tests is available to faculty members and students for perusal.

The clinic staff also engages in research and experimentation with new techniques and methods of evaluation and remediation of children with learning and behavior problems.

The Speech and Hearing Clinic

The UNI Speech and Hearing Clinic serves two basic functions: (1) to train speech pathology majors, and (2) to provide clinical services for individuals of all ages with communication disorders from the University and surrounding communities. These services include diagnostics as well as therapy for speech and hearing disorders. In addition, audiological and hearing aid evaluations are available. No charge is made for these services and enrollment is limited to training needs. Referrals should be made directly to the Clinic.

Writing Improvement Services

The purpose of these services is to provide individual help to university students, from the freshman through the graduate level, who desire or need to improve their skills in English composition—or who desire or need help on any writing assignment. Any student who wishes may take advantage of the assistance offered. There is no charge, no red tape, no official registration.

Faculty members may refer students by the three methods described under Clinic Referral Procedures.

Clinic Referral Procedures

Faculty members may refer students with any learning difficulties to the Speech and Hearing Clinic and the Writing Improvement Services. The student may be encouraged to seek any of the services voluntarily; however, a second method called the "check" system is available. With the check system the faculty member indicates the deficiency of the Final Class List and Grade Report by checking the space provided for deficiencies in reading, writing or speaking. The names of students are then forwarded automatically to the appropriate clinic, and each student referred in this manner is required to clear himself of the deficiency before he will be allowed to graduate.

Scholarships, Loans, and Part-Time Work for Students

Information concerning scholarships is available from the Director of Student Financial Aids. Information concerning graduate scholarships, fellowships, and assistantships at UNI or at other colleges and universities may be obtained from the Office of Academic Affairs and the Dean of the Graduate College.

Loans from the National Defense for Education Act are administered by the Director of Student Financial Aids who also administers other loan programs for undergraduate students. The Grubb Loan Fund, administered by the Director of Financial Aids, is a short-term loan fund for graduate students. The Starbeck Memorial Fund is administered by a faculty committee whose chairman is the Athletic Director. Deserving students who cannot qualify for loans from the established loan funds on occasion may receive nominal assistance from the Maytag-Peterson Fund, administered by the Vice-President for Student Services.

The Director of Student Financial Aids handles all applications for part-time work on the campus and checks the academic records of all students holding campus jobs.

Grants-in-aid for student athletes are administered by the Director of Student Financial Aids on the recommendation of the Athletic Director.

A complete list of loans and scholarships available to students is given in the UNI Bulletin — Catalog Issue.

The University Union

The J. W. Maucker Union, located in central campus, is primarily for the students, faculty, staff, alumni, and guests of the university. The facilities include the Coffee House, the Royal Oak Dining Room for noon luncheons as well as small banquets, a campus information center, large and small meeting rooms, a billiards room, offices for student organizations, and various lounge areas.

The Union sponsors a number of social, recreational, and cultural activities throughout the year. These activities usually include traveling art exhibits, films, informal discussions, musical programs, dances, and billiard exhibitions and tournaments. Members of the faculty are invited to use the facilities of the Union and attend and participate in the activities.

Meeting Rooms

Rooms of various sizes are available on campus for special meetings. The Board Room (in the Administration Building) is reserved through the Office of the President. Use of the Main Auditorium and Sabin Auditorium is scheduled through the Office of the Director of the UNI Union, as well as the use of the following rooms in the Union: Colombia Room, Ambassador Room, Embassy Room, Hemisphere Lounge, University Hall, and North and South Halls.

Use of most classrooms for special meetings is arranged through the Director of Scheduling. The Music Auditorium and other rooms in the Music Building are scheduled through the Office of the Head of the Department of Music. Rooms at Malcolm Price Laboratory School, including the cafeteria and the field house, are scheduled through the office of the Head of the Department of Teaching. Rooms in The Commons are reserved through the Office of the Director of Dining Services. The Men's Gymnasium is scheduled through the Head of the Department of Physical Education for Men.

Services of the Malcolm Price Laboratory School

The Laboratory School is the on-campus laboratory for the university teacher-education program. Approximately 750 pupils are enrolled in the school, which includes a regular kindergarten through grade twelve program, nursery school, and a special-education classroom. The school has several functions: (1) individual observation by students in university classes, (2) group observations by university classes, (3) demonstration teaching, (4) participation by students in connection with particular university courses, (5) student teaching, (6) experimentation, (7) post-student teaching laboratory experiences, (8) laboratory for public school personnel, and (9) a center for research by graduate students and university faculty.

The school serves as the laboratory for teacher education students at the University of Northern Iowa in the same way that a hospital serves as a laboratory school for medical students. Requests for services are made directly to the Elementary School Principal, to the Secondary School Principal, or to the Director of the Laboratory School. The personnel in the Laboratory School is interested in serving the faculty and students of the University of Northern Iowa in every way possible.

Malcolm Price Laboratory School is housed in a unified complex located at the north end of the campus. The building complex, which includes a field house, swimming pool, theatre, music and art facilities, as well as comprehensive academic facilities, was dedicated in 1959 although the Laboratory School itself long predates its present site.

Faculty Housing Facilities

Hillside Court apartments are available to new instructional faculty. This service is restricted to faculty members with spouse and/or dependent children, not to "bachelor" faculty.

The number of apartments available to incoming faculty is set at 5% of the total number and must never exceed 10% at any time.

The new instructional faculty will sign a one-year lease, which may be renewed once.

Faculty occupants will pay rental rates which are $20.00 per month higher than student rates for the first year and $30.00 per month higher for the second year.

Medical Service for University Employees

All members of the faculty and all nonacademic personnel employed by the university are eligible to receive first-aid treatment only from the Student Health Center in emergencies such as accidents, injuries, and sudden, acute illnesses occuring on the campus during working hours. After the initial treatment, the patient will be released or sent to the family physician for further care and management.

The Student Health Center staff cannot be responsible until the patient arrives at the Health Center. However, the medical staff will be as helpful as possible in handling of medical problems elsewhere on the campus.

Credit Union

The Credit Union is provided for and managed by the employees of the University of Northern Iowa.

Membership in the Credit Union can be secured upon the purchase of one share at the cost of five dollars and the payment of a membership fee of twenty-five cents.

Deposits can be made on the basis of five dollars per share. Dividends paid on savings vary each year according to profits. In the past year the dividend was 5½ per cent. Savings are insured by a Life Savings Insurance Contract at no extra cost to members. All savings up to $2,000 deposited before age 55 are matched dollar for dollar by life insurance. Savings deposited after age 55 are still insured but in lesser amounts, up to age 70. All deposits remain insured at their original value as long as they are not withdrawn. A faculty member may also have a savings account for his or her spouse and each child, provided the child is still living at home.

Loans from the Credit Union may be obtained upon signature through "Open-End Credit" and additional collateral such as a car title. The present interest rate is one per cent per month on the unpaid balance. All loans are insured under Loan Protection Insurance provided at no extra cost to the borrower.

The Credit Union is organized and operated under the banking laws of the State of Iowa

Lost and Found

The university maintains a central lost-and-found service in the Security Office for the convenience of all members of the community. The Security Office is located in the Administration Building.

Items found in the UNI Library, the Union, and the gymnasiums or stadiums, should be turned in promptly to the main office of those buildings. Departmental offices also have short-term lost-and-found services, and all residence halls hold at the secretary's desk all articles found on those premises.

Articles not claimed within a reasonable length of time (a minimum of one semester) are sent to the Security Office where they are kept for claim. The various offices should notify the Security clerk of articles being held, especially those articles of considerable value.

Fire Alarm

The fire alarm warning systems are by either bells or horns, and are activated by pulling the lever on any one of the manual fire alarm pull stations within each campus building.

In case of fire:

1. Activate alarm system.
2. Call Cedar Falls Fire Department. Dial 9, and then 266-1781
3. Call UNI Security Office (UNI Ext. 3-2712).
4. Assist with the orderly evacuation of the building.
5. Proceed to extinguish fire.

All staff members are expected to familiarize themselves with the location and operation of fire alarm pull stations and extinguishers.

Campus Security

Campus Security staff are on duty 24 hours a day. To contact Security, call UNI Ext. 3-2712 day or night.

Civil Defense

The university cooperates with area Civil Defense Agencies in the protection of university staff and students, and has established shelter areas for use in emergency conditions. Supplies are stored on campus for distribution to the shelters; up-to-date warning systems are maintained; shelter managers are trained; and a command post has been established. A test of the siren warning system is conducted at 11 a.m. on the 15th day of each month.

Bomb Threats

Any communication received by a staff member pertaining to a bomb threat should be relayed to the Security Office (Ext. 3-2712) immediately.

Section IV

Faculty Privileges And Responsibilities

Attendance at Faculty Meetings.

Unless they are prevented by illness, or out-of-town duties, all regular faculty members who do not have classes scheduled at the time are urged to attend faculty meetings. Members of the emeritus staff are also invited.

The faculty consists of two groups, the instructional faculty and the non-instructional faculty, and votes according to the matter under jurisdiction. In general, the instructional faculty includes those staff members who are appointed to one of the four academic ranks—instructor, assistant professor, associate professor, and professor—and are currently teaching at least one academic course or who have equivalent instructional responsibilities. For specific definition of each of the two categories, see the University Faculty Constitution, Article I, paragraphs 1.1 and 1.2.

Advising Duties

Academic advising of students is done by faculty members, and all members of the instructional staff may be expected to assume some advising responsibilities. Advisers of freshman students are selected by the Coordinator of Academic Advising after consultation with department heads and the college deans. Advisers of major students are selected by department heads. The advising program is currently directed by the Coordinator of Academic Advising in the division of Student Services.

Academic advisers assist students in selecting and registering for courses which will meet the requirements for the student's chosen objectives. Advisers are expected to get as well acquainted as possible with each advisee, to refer students with special problems to the special clinics (Writing Improvement Services and Speech Clinic), and other university resources that will help the student to achieve his educational goals. An academic advisory folder for each student is maintained by the respective adviser.

9

Absence Requests and Reports

Requests for permission to be absent from regular duties should be filed in all cases—preferably at least ten days in advance. Such requests, which are made in duplicate on forms obtainable in the office of the Dean of the College, or in the departmental offices, should show the dates of absence, destination, purpose, and the manner in which the work will be carried on during the absence. If expense money is requested, this should be indicated. These blanks go first to the department head, and then to the Dean of the College. After the request has been acted upon, one copy is returned to the person making the request, the other to the Business Office.

In case of illness, the request should be filed as promptly as possible following return to duty. If the illness is likely to result in absence in excess of a week, the department head should notify the Business Office and the Dean of the College in writing. To insure possible income tax credit, the number of calendar days as well as instructional days of illness should be recorded.

Requests for absence during the first five days or the last five days of a session will be approved only rarely and only for extraordinary reasons.

Sick Leave

Sick leave credits accumulate at the rate of thirty (30) working days per calendar year of service. Persons holding an academic year appointment are considered to be employed nine-twelfths (9/12) of a calendar year; a summer session appointment only is considered as two-twelfths (2/12) of a calendar year; a full academic year followed by a summer session is considered as a full calendar year. The maximum sick leave credit is ninety (90) working days.

Sick leave entitlement does not occur during approved leaves of absence without pay. Employees who resign during sick leaves are allowed pay for sick leave to the effective date of resignation, or to the end of the sick leave entitlement, whichever occurs first. Payment for sick leave absences is made on regular payroll days.

Permanent and permanent probationary employees are entitled to a leave of absence at their normal rate of pay because of sickness or injury to the extent that sick leave benefit time is qualified at the beginning of the leave of absence.

Holidays, Vacations

The Board of Regents recognizes ten holidays during each year for permanent and permanent probationary administrative, clerical, and maintenance personnel; these are: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday following Thanksgiving Day, Christmas Day, one day during

Christmas week, and two days to be specified by the university. UNI has established a "Floating Holiday" and a "Personal Day Holiday" to complete the ten days.

The "floating holiday" is normally designated at the Christmas period in every year except those when Christmas falls on Monday or Wednesday. In years when Christmas occurs on Wednesday, the 4th of July falls on Thursday; thus the "floating holiday" is established on July 5, thereby allowing for an extended weekend. When Christmas falls on Monday, the 4th of July occurs on Tuesday, and July 3 is usually designated as the "floating holiday" for that year.

Qualified employees will receive one "personal day holiday" off with pay during a fiscal year period. Provisions governing the "personal day holiday" are given in detail in the *President's Bulletin*, No. 41, dated November 12, 1973.

To qualify for holiday pay an employee must be eligible to receive pay on the regularly scheduled work day immediately preceding and immediately following the holiday. Pay provided for qualifying days in connection with sick-leave and vacation-pay benefits and the equal-time-off provision will qualify an employee for holiday pay. Retiring employees who find a holiday falls within the terminal vacation period will be paid for the holiday.

At the discretion of the department head, holiday pay may be authorized for the employee who is absent without pay preceding or following the holiday providing the leave period does not exceed ten (10) working days.

Members of the teaching staff and librarians who are employed on the nine-month basis are entitled to designated university holidays and instructional holidays.

Teaching, research and administrative staff members serving on the twelve-month basis, are granted a vacation of one month of pay after one year's employment.

Vacations, Nonacademic Staff

For the benefit of faculty members who engage secretaries or other nonacademic employees, the following regulations regarding vacations are included.

Nonacademic staff members holding a permanent appointment earn two weeks of paid vacation during the first year and through the fourth year of employment, and three weeks of paid vacation per year during the fifth and through the eleventh year of employment. Four (4) weeks vacation with pay are earned during the twelfth year and all subsequent years of employment.

Part time employees holding a permanent appointment are entitled to vacation with pay in proportion to their length of service and fraction of time worked during the year preceding the qualifying anniversary date.

Vacation benefits are calculated on the basis of the employee's anniversary (employment) date. Vacation time must, unless a special request has been made and approved, be taken within one year of the period earned. The vacation allowance is accrued on a monthly basis. An employee is entitled to vacation or terminal leave pay, with termination of employment.

All continuous state employment will be credited to the employee's service record in calculating vacation leave. Evidence of such prior service must be furnished by the employee.

Holidays occurring within an authorized vacation period will be granted to employees in addition to vacation pay.

Employees are expected to schedule vacation time at least two (2) weeks in advance, with one week being a minimum and to take vacation time in units not smaller than one-half day. Vacation time may, in the event of an emergency, be arranged with limited advance notice. Vacation leave is expected to be taken in approximately twelve (12) month intervals at the convenience of the employing department.

Professional Travel

The administration of the university wishes to encourage attendance at professional meetings in order that the faculty may be involved in new developments in their areas of specialization. For this reason funds for professional travel are included in the budgets of each department. The administration of the fund is left primarily to the department head, and departments differ in the manner in which the funds are made available to individual staff members.

It is not expected that the available funds will make it possible to defray all of one's expenses in attending professional meetings, but it is hoped that such attendance will be stimulated. Because the instructional program must go on despite professional meetings, it is sometimes necessary to limit the number of members of a given department who may be absent at one time. However, the policy is liberal in this respect.

When transportation and hotel allowances are approved, care should be exercised to retain hotel receipts, airline receipts, and receipts for unusual expenditures so that these may be attached to the expense voucher.

Leaves of Absence

The university has a rather liberal policy toward leaves of absence. Leaves of absence are granted for one academic year dependent upon departmental needs and policies. Under special circumstances, such leaves may be extended for one academic year.

Application forms for leaves of absence are available in the Office of Academic Affairs.

Professional Development Leaves

Each year the university makes available a number of Professional Development Leaves, both at the pre-doctoral and the post-doctoral levels, the total of such leaves not to exceed 8 percent of the tenured faculty. Leaves may be granted for advanced study, for research, for creative work, and for other worthwhile projects which enhance the professional competence of the applicant and promise to make him a more valuable member of the university staff.

Ordinarily only tenured faculty members are eligible for a PDL, and normally the applicant must hold at least the master's degree. The successful applicant, by state law, must either return to his position for two years or repay the full amount of his compensation while on leave. Professional Development Leaves take the form of a one-semester leave with full salary or a two-semester leave with half salary.

Applications are filed early in December for the following academic year. The Professional Development Leave program is administered by the Office of the Vice-President and Provost with the assistance of a faculty committee. Application forms, as well as a complete statement of policy on PDL's, are available in the Office of Academic Affairs.

Research Funds

Limited research funds are available for:

1. **Individual faculty research.** These grants may be used for almost any type of study that a faculty person may wish to make in his area of professional competence. Projects in basic research fall in this category. Funds may be used for clerical help, supplies, or other expenses associated with the particular study, with a few exceptions. Form 302 is used in applying for such grants.

2. **Departmental studies concerned with the improvement of instruction.** These generally concern comparisons of two or more teaching procedures, experiments with large classes, production of new curricular materials and new teaching devices, etc. These are applied for on Form 303.

There is special encouragement of studies that may result in improved practices in the public schools. When released time is needed, effort will be made to reduce teaching schedules if feasible.

Interested faculty members are invited to confer with the Committee on Research and Curriculum Development. Application forms may be secured from and are filed in the Office of Academic Affairs.

Insurance Programs

Group Life Insurance. All full-time, permanent staff members (except as defined in the Group Insurance Plan booklet issued to employees) are covered by the university's group life insurance plan. The amount of insurance coverages varies with the employee's budgeted salary and age. Insurance coverage for employees under age 60 varies from $8,000 for staff members with annual earning of less than $3,000 to $61,250 for employees with annual salaries of $34,500 or more. Beginning with age 60, the amount of insurance decreases each year.

The staff member may, following 15 years of continuous university employment with retirement after age 62, continue to carry one-third of the available insurance until age 70 provided he assumes the total premium cost, at present $0.83 per each $1,000 coverage per month.

Long-Term Disability Insurance. The university's Long - Term Disability (LTD) Insurance plan covers all full-time, permanent staff members. This coverage provides monthly benefits payable for 12 months a year for the qualified staff member once he has been totally disabled 90 working days. Monthly benefit payments continue until the individual returns to active service or until July 1 following the 68th birthday.

Cost of the disability income protection plan is shared by the university and by the staff member. The employee's current monthly premium payment is at the rate of .055 cents per month for every $10 of monthly benefits. Since the university makes its payments on a monthly basis, nine-month employees usually prepay the premiums for the summer months.

By action of the State Legislature in the spring of 1974, the full cost of long-term disability insurance will be covered totally by the university effective January 1, 1975.

The amount of the monthly disability benefit depends upon the annual salary of the employee. The benefit is always substantially less than gross salary but a fairly high percentage of actual "take home pay." These benefits, which include any compensation received from Social Security and Workmen's Compensation, are equal to approximately 75% of the employee's first $1,000 of monthly earnings and 60% of the remaining amount of monthly earnings with a maximum monthly benefit of $1,050.

Participation in the university's Group Life Insurance and Long-Term Disability insurance programs is compulsory for eligible staff members.

More detailed information concerning life and long-term disability insurance coverage may be obtained from the Group Insurance handbook or by contacting the Staff Personnel Office.

General Liability Insurance. Since January 1, 1974, as part of a Regents System insurance policy, the university maintains liability insurance covering bodily injury, personal injury, property damage and wrongful acts on the employees of the University of Northern Iowa while acting within the scope of their employment. The limits of the bodily injury, personal injury and property damage coverage are $5,000,000 each occurrence and $5,000,000 aggregate. The limits of the wrongful acts coverage are $1,500,000 each occurrence and $1,500,000 aggregate, and there is a $5,000 deductible.

This policy is maintained in the office of the Vice-President for Administrative Services who should be contacted for further information or to report possible liability claims.

Hospital and Medical Insurance. Group hospital and medical insurance under Blue Cross and Blue Shield plans is available to university staff members on an optional basis.

The Blue Cross plan provides 365 days of full, semi-private coverage. Inpatient diagnostic services and other hospital charges are paid in full.

The Blue Shield plan pays usual, customary and reasonable medical charges in full.

Major Medical Plan -- An 80% reimbursement provision under the Major Medical Plan is applicable to "out-of-pocket" medical expenses (drugs, charges for office calls, hospital out-patient services, etc.) as follows: For the staff member with family coverage, the Major Medical Plan is applicable once a two hundred ($200) deductible has been met — this is based on total family cost regardless of minimum amount per individual. Single coverage under the Major Medical Plan permits the 80% reimbursement allowance once a one-hundred dollar ($100) deductible is met. The reimbursement provision is applicable with medical costs incurred by subscribers during a calendar year, which are not covered by the Basic Plan benefits provided with the university's Blue Cross-Blue Shield contract. Claims for the Major Medical Plan reimbursement allowance qualified in connection with "out-of-pocket" medical expenses incurred during a calendar year period must be filed with the Blue Cross-Blue Shield on or before March 1 following the experience year.

Dependent children coverage is provided from birth to age 19 and for unmarried dependent children who are full-time students in an accredited school regardless of age. Also, children totally and permanently disabled prior to age 19 continuously covered on a family contract are covered regardless of age.

To be accepted into the group, an employee should complete the application card and return same to the Staff Personnel Office within the first 30 days of university employment. Specific enrollment dates are available in the Staff Personnel Office. Benefits commence on the first of the month following 30 days of enrollment unless special arrangements are made prior to this time.

Premium rates effective as of June 1, 1974, are $12.25 per month for single coverage and $43.20 per month for two-person or family coverage. Premium rates shown reflect a $6.00 per month contribution made by the university toward the cost of hospital medical insurance. The monthly premium is deducted from the employee's payroll checks. If a staff member is not employed by the university during the summer session, it is necessary for him to pay the June, July, and August premiums at the Business Office prior to the end of the spring semester.

Added information covering the hospital medical insurance plan may be obtained from the Group Medical handbook or by contacting the Staff Personnel Office.

Workmen's Compensation

Employees of the university are covered under the Iowa Workmen's Compensation Law for injury incurred "on the job." The law provides coverage for hospital and medical services, braces, appliances, etc., compensation for lost time, burial expense, and compensation for dependents in case of death. Injuries incurred on the job should be reported immediately to the Staff Personnel Office.

Unemployment Compensation

Employees separated from university service are, with qualified conditions, eligible for weekly unemployment compensation benefits under the Iowa Employment Security Law. Unemployment benefits are not available to university staff members serving in an instructional, research, or administrative capacity for any week of unemployment which begins during the period between two successive academic years or during a similar period between two regular terms, whether or not successive, or during a period of paid sabbatical leave if the staff member is scheduled to perform services for any institution or institutions of higher education for both such academic years or both such terms.

Retirement Plans

The University has two retirement plans: the Teachers Insurance and Annuity Association (TIAA), College Retirement Equities Fund (CREF) plan and the Iowa Public Employees Retirement System (IPERS). Permanent and permanent probationary employees with annual earnings from the university of $7800 or more are eligible to participate in the Teachers Insurance and Annuity Association. University staff members holding the temporary appointment or with annual earnings of less than $7800 are required to participate in the Iowa Public Employees Retirement System (IPERS).

Teachers Insurance and Annuity Association (TIAA) College Retirement Equities Fund (CREF). The Teachers Insurance and Annuity Association (TIAA) is a non-profit organization established by a grant from the Carnegie Foundation to help solve the problem of loss of annuity when staff members move from one university or college to another. Through TIAA it is possible for staff members to participate in one retirement program no matter with which participating institution they are affiliated. Annual premiums consist of an amount equal to 10% of the first $4800 of the staff member's budgeted salary, and 15% of the salary in excess of $4800, with two-thirds of this amount contributed by the university.

Premiums paid toward TIAA contracts are used to purchase a paid-up retirement annuity for the contributing staff member. This is a fixed dollar type of income; therefore, once benefits start, TIAA will pay a designated number of dollars consisting of both principal and interest, to the individual for so long as he lives.

All participants in TIAA are eligible to participate in the College Retirement Equities Fund (CREF) if they so desire. Under the program a person joining CREF may have one-fourth, one-third, one-half, three-fourths, or all of his current TIAA Premium invested in CREF with the balance invested in TIAA annuities. TIAA funds are invested primarily in fixed dollar obligations such as bonds, notes and mortgages, while money invested in CREF is used to purchase common stocks with long-term growth potential whose value is dependent on the prevailing economic conditions and current stock prices.

While TIAA provides a fixed number of dollars, regardless of economic trends, and will provide higher purchasing power when the cost of living falls, CREF will tend to pay more annuity dollars when the cost of living rises. TIAA and CREF tend to complement each other and offer some assurance to the employee that his investment will not be adversely affected by prevailing economic conditions.

(A booklet entitled Your Retirement Annuity covering specific details of the TIAA-CREF program is available from the Staff Personnel Office.)

Supplemental Retirement Annuities (SRA). Supplemental Retirement Annuities have the options and flexibilities of regular TIAA and CREF annuities. They provide the same full and immediate vesting of ownership in the individual. They are credited with the same rates of investment earnings credited to regular TIAA and CREF annuities.

SRA's differ from regular TIAA-CREF annuities only in the methods of pay-out and expense charge. SRA contracts may be surrendered for their full cash value at any time; and, in addition to the usual choice of lifetime income options, SRA contracts also provide a pay-out method that spreads payments to the annuitant over whatever period of years, from two to ten, desired. Benefits, whether payable in a single sum or as income, are taxed as ordinary income as they are received.

Iowa Public Employees Retirement System (IPERS). The Iowa Legislature created the Iowa Public Employees Retirement System for public employees of the State in 1953. The plan is designed to provide retirement allowances and death benefits to supplement benefits payable under Federal Social Security. The employee may elect to receive his annuity either as a monthly benefit, payable to the retired member for so long as he shall live, or, if he so desires, he may withdraw the amount of his contribution, plus interest, as a lump sum. By choosing the lump sum settlement option, the employee does, however, forfeit any claim on the employer's contribution.

If the employee should terminate his service before reaching retirement age, he may withdraw all contributions he has paid, plus interest, or if he has at least five years of service he may leave his contributions in the system and if he returns to employment covered by IPERS within five years he can renew his membership with the same coverage he had at the time his employment terminated.

Employees participating in this plan contributed 3.5% of their salary up to $10,800 or a maximum of $378 during any one year. The university deducts the premium from the employee's pay and matches that amount with an equal sum.

(The booklet Your IPERS Benefits describing benefits, rights and obligations under the Iowa Public Employees Retirement System is available from the Staff Personnel Office.)

Substitute Annuity Plan. If a staff member prefers an annuity with some company other than TIAA-CREF, and if such annuity meets completely the specifications of the university's TIAA-CREF retirement plan, he may make arrangements at the Staff Personnel Office for payments to the alternate plan.

Waiver of Annuity Premium. University staff members participating in the TIAA-CREF or qualified substitute annuity program are automatically covered by an insurance policy which provides that in the event of disability and the absence of wage earnings the entire annuity premium of the covered employee continues to be paid as long as the disability continues, or until age 68. Premiums in this case are based on the salary in effect at the time the disability occurs and benefit payments are calculated accordingly.

Social Security

All university employees except students are covered under the Social Security Act. The university contributes an amount equal to 5.85% of the employee's total earnings up to $13,200 annually; a similar amount is deducted from the staff member's earnings as his contribution to the Federal Social Security (FSS) program.

The following monthly benefits may, with earnings and coverage, be qualified under the Social Security Act:

Retired men or women after age 65, maximum monthly benefit $404.50.

Retired women after age 62 may qualify for monthly income benefits ranging from $174.40 to $323.60, depending upon age at time of retirement.

Total disability benefits are available after six months of total disability; however, the staff member insured under the university's disability insurance plan will have these benefits deducted from the benefit payment listed with the insurance plan.

Wives of retired men after age 62, monthly benefit payment ranges from $93.80 to $151.80, depending upon age when benefits commence.

Widows of insured men after age 62, monthly benefits up to $333.80.

Widows of insured men with one child below 18 years of age, monthly benefit payment up to $606.80.

Widows of insured men with two children below 18 years of age, monthly benefit payment up to $707.90.

Because of the changes in maximum earnings creditable for social security during the last several years, the amounts shown above will not be payable until several years in the future. It will take approximately 15 to 18 years with maximum earnings of $13,200 a year before the maximum benefits will be qualified. Any questions regarding Social Security benefits may be directed to the regional office in Waterloo.

Taxes

In addition to the Federal Income Tax, faculty members in Iowa pay a State of Iowa Income Tax, a Real and a Personal Property Tax, and a State of Iowa Sales Tax.

The State Income Tax is collected on a withholding basis just as is the Federal Income Tax. The total tax ordinarily amounts to about one-eighth to one-tenth of the federal tax.

The Property Tax rates vary according to millage rate valuation of real property. Since valuations vary with location of the property and other factors, it is difficult to give an example of what the tax would be on a home having a particular market value. Taxes are paid on a fiscal year basis of July 1 to July 1. The deadline for paying Real and Personal Property Taxes is September 30. Payments may be made in two installments, the second being due March 31.

Voting Eligibility

All Iowa residents who are 18 years of age or over are entitled to vote if they are citizens of the United States and have registered to vote in the precinct of their residence. Registration to vote may be made up to 10 days prior to an election.

Cedar Falls has permanent voting registration. New residents may register at the City Clerk's Office. Changes of residence within the city must be reported. Registration may be made up to 10 days prior to an election.

Jury Duty

The university will grant to a staff member the necessary time off required to serve on a jury. The staff member's salary will be continued for the jury duty period and time absent will not be deducted from vacation or sick leave. A staff member must be actively serving with the university to qualify for benefits under this policy. Certain deviations which apply to some non-academic staff are set forth in the Regent's Merit System Provisions printed in the *President's Bulletin* No. 20, dated April 18, 1972, and on file in the Office of the Director of Staff Personnel and the University Library.

Auto Registration

Any person gainfully employed in Iowa with the intention of remaining is considered a resident. All vehicles owned and operated by such a person, even though the vehicle may be leased from a nonresident, are subject to registration for the month that the person enters the state. The mere fact that the nonresident considers his employment temporary does not grant his exemption. Faculty members who have questions regarding these matters are advised to consult the Director of Safety Education.

Auto Liability Insurance

It is not compulsory for car owners in Iowa to carry liability insurance. Iowa has a Financial Safety Responsibility Law. While liability insurance is not required, a car owner must show, in event of an accident, that he has personal assets or insurance sufficient to cover all liabilities.

Driver's License

The same regulations apply to driver's licenses as to Auto Registration; that is, if the driver is considered a resident, he must have an Iowa driver's license.

Driver Instruction

Faculty members who wish to receive driving lessons may arrange for instruction through the Director of Safety Education in the Department of Curriculum and Instruction.

Faculty Identification Cards

Photo identification cards for university faculty and staff are available, at no charge, in the office of the Director of Scheduling in the Administration Building. Though not mandatory for employment, the ID card is needed by those staff members who wish to avail themselves of the university library privileges, use of audio-visual and educational media materials, and some of the recreational privileges such as use of the UNI golf course at the lower fee reserved for university staff.

The staff member should contact the Director of Scheduling to have an identification card made. The photographic equipment in use produces two identification cards simultaneously. It would expedite requests if two staff persons would arrange to get identification cards at the same time.

Section V

Rules and Regulations

Policies and Practices Concerning Faculty Salaries

Salaries are determined by the State Board of Regents on recommendation of the President of the University. Each salary is determined on the basis of the professional stature of the specific individual, with no discrimination on the basis of sex, age, or other irrelevant classification. Quality of performance in teaching, research, and professional service, in that order of priority, are the bases of determination.

Paydays and Deductions

The faculty member on a nine-month, academic year salary appointment is paid for teaching two semesters. His salary is divided equally between the two semesters, and he receives half of his salary for service rendered in each semester. The academic-year salary is paid in ten installments beginning with the month of August or September, depending on the academic calendar. The university reserves the right to withhold release of the May check until final grades have been reported.

Pay day for all university employees is the last calendar day of the month or the Friday preceding the last calendar day if the latter falls on a weekend.

Checks will be mailed to reach the staff member's home address on the last day of the month (or the preceding Friday, if the last day falls on a weekend). Checks will not be sent through the campus mail, nor will they be available in the Business Office. If the employee so requests, his check will be deposited directly to his account in any of the three Cedar Falls bank on the last business day of the month. In this case, the bank will mail to the employee a receipted, duplicate deposit slip, including an itemized list of wages and deductions.

All new staff members should report to the Staff Personnel Office, upon arriving on campus, to complete the Federal Income Tax withholding form. This should be done without delay as no new staff member can be entered on the payroll until this tax form has been completed. Since the university prepares only one payroll a month, it is important that the new staff member complete the tax withholding form by the 10th day of the first month of his employment. A new withholding form should be completed by every employee each time there is a change in the number of the employee's eligible exemptions.

The university is obligated to withhold federal and state income taxes, social security deductions, deductions for the retirement system (Iowa Public Employees Retirement System, TIAA-CREF, or equivalent), group life and disability insurance. If the staff member is participating in the university group Blue Cross and Blue Shield program, he may have these monthly premiums withheld also.

A staff member has the privilege of having more than the required minimum amount of his salary deducted for retirement. This is possible under the operation of the so-called "tax shelter" rule. Information concerning this may be obtained from the Staff Personnel Office.

Faculty Evaluations

During the probationary period each faculty member is evaluated annually. The evaluation is concerned particularly with teaching effectiveness, but includes also interest and acitvity in research, professional service, and other relevant professional factors. Evaluations are made by the department head and are reported to the Dean of the College, the Vice-President and Provost, and the President. The evaluations are based on class visits, student evaluations, and other available evidence. It is exepcted that other members of the department will assist the department head in making the evaluations. Each year the member on probation receives a copy of the evaluation in the form of a copy of the rating blank and a letter from his department head. Copies of these are filed in the offices of the Dean of the College and the Vice-President and Provost.

It is expected that the department head will make continuous evaluation of each faculty member's effectiveness. This process enables him to submit evidence in support of recommendations for promotion and salary increases.

A formal review of the work of the deans and the department heads will be carried on by the Vice-President and Provost at five-year intervals, such a review to include systematic solicitation of opinion from the appropriate faculty. Department head evaluation is delegated to the college deans.

Rank and Promotions

Members of the teaching faculty are classified into four ranks: instructor, assistant professor, associate professor, and professor.

Faculty members are ordinarily expected to serve for at least three years in the rank to which they were initially appointed. Promotions are recommended by the department heads to the Dean of the College and the Vice-President and Provost. The President decides whether or not to recommend promotions to the State Board of Regents. While judgments on these matters are made subjectively, the heads of departments or others making the recommendation are urged to submit evidence to support their recommendations. Factors considered include scholarship, effectiveness in teaching and research, professional service to the university and community, professional growth and promise of future development.

Tenure

While there is no statutory provision for indefinite or continuing tenure for faculty members in the three state universities under the State Board of Regents, the Board has long recognized the unique employment status appropriate for academic staff members and has consistently approved policies and practices at the institutions which provide tenure for faculty members.

The policies at the three institutions differ somewhat in detail but are generally consistent with the statements of principles of the American Association of University Professors.

At the University of Northern Iowa initial appointments are made on a probationary basis, although tenure may be granted a person appointed at the rank of professor. Ordinarily a minimum of five years' service on probationary basis is required for tenure status. Faculty members may serve a sixth year on probation by mutual consent of the faculty member concerned and the administration of the university.

Prior to April 1 of each year, department heads prepare a written evaluation of each staff member on probation and recommend action regarding his status for the following year. These reports are submitted to the dean of the appropriate college, and then to the Vice-President and Provost and to the President. Those staff members in their first year whose service is to be terminated at the end of that academic year will be so notified by March 1. Staff members serving their second year but whose service is to be terminated at the end of that year will be notified before December 15 of that year of service. Staff members who have finished two years of service must be notified by July 1 between the second and third year if the third year appointment is to be terminal. The procedure for the third year appointment is followed also for the fourth and fifth year of probation. However, the staff member in his third year or beyond is usually offered a terminal appointment of one year so that he will have ample time to secure employment elsewhere. A copy of this report is given to the staff member in question. It is understood that the university is under no obligation to retain a staff member beyond the end of his term of appointment (usually one year at a time) if the administrative officers feel that the quality of service rendered does not justify continued employment.

Staff members who have been placed on tenure status are assumed to have continuing employment each academic year until resignation or retirement, without special notification, and may be dismissed only for cause or in the case of bona fide closing of the position or positions for which they are qualified. The procedure to be followed in case the administrative officers deem it necessary to recommend dismissal of a tenured staff member to the State Board of Regents has been carefully defined and included in appropriate sections of the *Faculty Manual*. The procedure has been approved by both the University Senate and the State Board of Regents.

Temporary appointments may be made for a stated period of one year or less; such appointments do not qualify the staff member for tenure status.

Faculty Grievances

A staff member with faculty voting privileges at the University of Northern Iowa who has a grievance should first take his grievance to the head of his department unless there is an intermediate level of administration. In this case, he would go through the intermediate level before seeing the department head. If satisfaction is not obtained at the department level, he takes his grievance to the dean of his college. If the grievance is still not resolved, the staff member goes to his college grievance committee which makes the appropriate recommendation to the dean of the college.

If the aggrieved is still not satisfied because the college committee did not give him satisfaction or the dean of his college did not accept the recommendation of the college committee, he may appeal to the Vice-President and Provost or may choose to take his grievance to the University Faculty Welfare Committee, and the published procedures will be followed. These procedures are now being revised.

Physical Examination

Physical examinations are required of all faculty members at the time of first appointment. The examination is to be given by one's personal physician who should be asked to make his report to the dean of the appropriate college. The examination should be taken and reported as soon as a position is accepted.

Retirement

Staff members may retire at any time after the age of 65 and are required to retire at the end of the academic year (or fiscal year in case of twelve-month's employees) in which they reach 68 years of age.

Those who joined the staff before September, 1950, are eligible for continued employment on a part-time basis, as long as, in the opinion of the administration, their health will permit them to render professional services.

Extension of full-time service beyond the compulsory retirement age may be made with the mutual consent of the university and the staff member, but no such extension shall be for more than *two* years beyond the compulsory retirement age.

The university reserves the right to suggest retirement at an earlier age than the time of compulsory retirement, if because of illness or disabilities the staff member no longer has the capacity to perform the duties of the assigned position.

Resignation is considerably different from retirement. It denotes the severance of all fiscal relationships with the university. A staff member who resigns after twenty years of service in this institution or who retires is considered an emeritus staff member. The person who has become emeritus through resignation is ineligible for part-time employment.

Mimeographed forms for the use of staff that are to become emeritus, either through resignation or retirement, are available in the Office of the Vice-President and Provost. Information is available in the same office concerning the rights and privileges of emeritus personnel.

Faculty Attendance at Convocations and Commencements

It is desirable that there be a high degree of faculty participation in such all-university events as convocations and commencements, but reliance is placed on the loyalty and sense of responsibility of the faculty rather than upon an arbitrary rule requiring attendance in order to achieve such participation. In practice, for most events involving formal faculty participation (e.g., a processional in academic attire), departmental heads are asked to furnish names of faculty members who will attend each specific event so that there will be a good representation and satisfactory arrangements can be made for seating. Over a period of time each faculty member is expected to take his turn in this respect. For each such event, a number of faculty members are invited to serve as ushers.

Academic Regalia

All faculty members with the rank of instructor and above are expected to have appropriate academic regalia for commencement ceremoinies and for similar academic functions.

Faculty members who rent or plan to purchase robes may acquire the long-sleeved, doctor's robe regardless of the degree held at the time. The hood, however, should be in keeping with the degree held.

Outside Work for Pay

Full-time faculty members are expected to devote the preponderance of their time and energy to their university work. Staff members are encouraged to engage in writing, consultative services and other creative work related to their professional careers for which they may on occasion receive compensation. The university does insist, however, that the staff member sees to it that outside employment does not interfere in any way with the discharge of his full obligations as a member of the university staff.

Copyrights

In accordance with usual custom, copyright ownership of textbooks and other manuscripts and resulting royalties belong to the author except when the material is prepared as an assigned project, in which case it is university property. In the case of university-sponsored research, authority to publish results should be obtained from the President or by the person designated by him to make the deicision.

Questions regarding university policy on patents may be raised with the Office of the President. Uncertainties regarding procedures should be clarified in advance.

Participation in Partisan Politics

A faculty member may participate in partisan politics as do other citizens of the community. He is expected to make it clear that he participates as a citizen and not as an official representative of the university. He is obligated with respect to his activity, as with regard to any other outside activity, not to let it interfere with his duties as a member of the university staff.

If he wishes to become a candidate for a major office in the state or local government (or for local position of a time-consuming nature), he should consult with his department head concerning the possibility of obtaining a leave of absence for the period of his active candidacy and/or term of office.

Employees of the university are not permitted to solicit on the campus for contributions for political purposes.

Employee Solicitation

The faculty has given continuing approval for an annual canvass for contributions to the Black Hawk County United Appeal. At the request of the State Executive Council, we also make an annual appeal to purchase United States bonds. By tradition, the university has encouraged the University of Northern Iowa Foundation to solicit contributions for memorial scholarships and grants.

Salesmen are not supposed to carry on their sales efforts in the residence halls, lounges, the Union, or in the faculty offices except by invitation of the staff member.

Employment of Relatives

The State Board of Regents regulations stipulate that close relatives may not be regularly employed if there is an administrator-employee connection between the relatives. For example, a husband cannot be employed as secretary or instructor if his wife has supervisory or administrative responsibilities in this same department. He could be employed to work in another department, however.

Use of University Facilities for Nonuniversity Group Meetings

The university wishes to co-operate with the public by providing meeting facilities for community organizations. However, the lack of facilities for certain types of group meetings and the heavy use of the present facilities limit the extent to which the university can accommodate outside groups. All requests for the use of university facilities (with the exception of the Malcolm Price Laboratory School) by outside groups should be made preferably in writing to the Business Office.

Arrangements for the use of the facilities of the Laboratory School by community groups can be made directly with the office of the Head of the Teaching Department.

The university expects to be remunerated for such use of the facilities; the amount depending on the size of the group and the facilities used.

Policies on the Use of University Facilities for Political Purposes

It is the desire of the university that students and faculty have ample opportunity to hear and participate in political discussion in order that they may as individuals perform their citizenship functions in an intelligent manner. At the same time, the university as an organized unit of the state must not enter into partisan politics.

In 1949 the following statements were adopted and are a part of the regulations of the State Board of Regents:

> "The facilities of the Iowa State Teachers College (now University of Northern Iowa) shall be available for meetings where candidates for political office shall appear under the following conditions:
>
> 1. An appropriate rental fee covering use of facilities will be charged.

2. No admission charge may be made and no money solicited or collected on university property.
3. Regular university functions shall be given procedence in assigning rooms.
4. An effort shall be made to grant equal opportunity to all groups but no rationing schemes is anticipated.

A committee shall be appointed by the President to advise him in case of dispute as to the use of facilities for political purposes."

In the administration of these regulations, the university divides political meetings into two general types. Type I meetings are those sponsored by students or faculty or both for informing themselves as to issues and candidates. Type II meetings are those in which the intent is to present issues or candidates primarily to citizens other than students and faculty. This type is usually sponsored by a political party but could be sponsored by students or faculty.

Type I meetings are encouraged. In general no charge is made for facilities since these are considered university functions. The other three rules apply. The Chairman of the Committee on Use of Facilities must be informed in advance of the plans, and he shall advise as to the proper use of facilities and publicity.

Type II meetings are in general discouraged. Requests for such meetings should be made in detail to the Chairman of the Committee on Use of Facilities who, in consultation with the Committee members, shall then determine the feasibility of granting such requests.

Policy for On-Campus Speakers and Programs

It is the policy of the State Board of Regents, expressed through the institutions of higher education under its control, to permit students and staff to hear and discuss diverse points of view in programs sponsored by recognized student, faculty and employee organizations. This policy is entirely consistent with the aims of higher education. It is designed to emphasize that in a democratic society all citizens have not only the right but the obligation to inform themselves on issues of contemporary concern including politics, religion, ethics, and morals.

The State Board of Regents have also approved the following procedures for effectuating this policy:

(1) Administration. The president or a committee designated by him, or both, shall be responsible for the administration of this policy on a particular campus.

(2) Restrictions. In sponsoring campus speakers and programs, recognized faculty, student, and employee organizations must comply with institutional rules on the reservation of rooms in advance, the posting of

notices and the payment of rental charges when applicable and such other rules as the institution prescribes for the use of its buildings to avoid any interference with the regular program of the institution.

(3) Conduct of Meetings. Whenever considered appropriate in furtherance of educational objectives, the president or the campus committee may require that at any particular meeting:

  (a) Any speaker be subjected to questions from the audience.

  (b) The meeting be chaired by a tenured member of the faculty.

(4) Sponsorship of Meeting. In order to encourage the presentation of diverse points of view on any issue, the president or the campus committee may at any particular meeting or from time to time sponsor, or encourage recognized campus groups to sponsor, additional speakers or programs which will contribute to the full and frank discussion of such issue.

Campus Traffic Regulations

The Traffic and Safety Committee, which is comprised of faculty, staff, and students, is charged with the responsibility of making recommendations to the administration for the regulation of traffic and parking on the campus. These regulations are changed periodically to meet the needs of the university community. A copy of the regulations is available from the Security Office.

Faculty members are required to purchase a parking permit if they intend to use any of the university parking facilities. Parking permit fees vary according to the type and location of the lots. Applications for parking permits and costs are obtained from the Security Office.

Parking meters have been installed at various locations on campus for the convenience of visitors and to accommodate short-time parking needs. A parking permit is not required when parked at a meter.

Smoking in Instructional Buildings

The following smoking policy is believed to be in the best interest of the university. It will minimize the fire hazards, be conducive to good housekeeping, inoffensive to non-smokers, and recognize the needs of smokers. The successful enforcement of such a policy is dependent upon the cooperation of the entire university staff.

Smoking is prohibited in all university instructional buildings except the following areas:

1. Lobbies.
2. Lounges.

3. Offices.
4. Conference Rooms.
5. Rest rooms.
6. Areas designated at time of public events.

Please note: For the purpose of this policy, the University Library shall be excluded and shall operate under its present restricted smoking regulation, which is: *no smoking* in any part of the Library except in rest rooms, lounges designated for smoking, private offices, and faculty studies.

Section VI

Social and Professional Organizations

UNI - IHEA

The University of Northern Iowa Chapter of the Iowa Higher Education Association is united with the Iowa Higher Education Association, the Iowa State Education Association, and the National Education Association, NEA. The purpose of this united organization is to promote the improvement of instruction and to represent the rights and responsibilities of its members. Membership is open to all faculty members.

AAUP

Anyone with faculty status whose work consists of at least half-time teaching or research is eligible for active membership in the American Association of University Professors upon payment of national dues. All national members are eligible for local membership in the UNI Chapter of the AAUP. Current local dues are:

Base Salary	*Dues*
below $10,000	$4.00
$10,000 to $11,999	$5.00
$12,000 to $14,999	$7.00
$15,000 and above	$10.00

Meetings are held once each month and usually involve a social hour, dinner, a business meeting and a program. Programs are frequently concerned with matters of all-university interest such as academic freedom and tenure, faculty salaries and fringe benefits, faculty participation in university governance, and collective bargaining. The AAUP is the only national organization which serves exclusively the interests of all teachers and research scholars at institutions of higher learning; and the Association has devoted its efforts to the attainment of high academic standards, to securing the maximum benefit to society from higher education and to faculty welfare.

The local chapter regularly sends delegates to state conference meetings and to the national AAUP convention.

AFT

Any member of the faculty whose primary responsibilities are non-administrative is eligible for membership in Local 1894 of the American Federation of Teachers at UNI. Local membership carries with it automatic membership in the corresponding state and national organizations of the American Federation of Teachers. Members are covered by occupational liability insurance and are eligible to participate in special medical and life insurance plans.

As its central goal the AFT seeks to establish, with all segments of the university community, harmonious relations in which all faculty members have full voice and participation in all matters affecting their own welfare. It issues position papers and newsletters to the faculty on such concerns as grievance procedures, probation and tenure, women's rights, summer employment, educational issues, and general economic matters. It sponsors a variety of educational programs and films. Local 1894 believes that collective bargaining is the most effective instrument through which problems can be resolved and through which its central goal can be achieved.

Membership meetings are held monthly, and delegates are sent to state and national conventions of the AFT.

AAUW

The Cedar Falls branch of the American Association of University Women is an active organization in the community. Its program includes monthly general meetings and opportunities for study in a variety of study groups, which are open to non-members as well as to members.

Any woman who holds a baccalaureate or higher degree from an accredited college or university in the U.S. or a degree from a foreign institution recognized by the International Federation of University Women is eligible for membership.

Any woman interested in the organization may call the Chamber of Commerce in Cedar Falls to obtain the president's name in order to gain further information.

Delta Kappa Gamma

This is an international honorary organization of women educators to honor women for distinctive service and to advance the professional interest and position of women in education. Membership is by invitation. The local chapter, the Iota Chapter, is composed of teachers from the Waterloo and Cedar Falls public school systems and from the UNI faculty.

Phi Delta Kappa

Phi Delta Kappa is an honorary professional fraternity for faculty and professional educators and graduate students in education, dedicated to the promotion and improvements of free public education through a continuing interpretation of the ideals of research, service, and leadership.

Since February 1974 women are eligible for membership in Phi Delta Kappa on the same basis as men. In addition, the distinction between campus and field chapters has also been eliminated; thus, the UNI chapter seeks to address itself to the interests and needs of graduate students in education, the UNI faculty, public and private school personnel in the area, and to keep in contact with those who have left the campus but find no chapter close at hand.

The local chapter of Phi Delta Kappa is the University of Northern Iowa Chapter. Monthly meetings are held, at which programs of lectures, panel discussions, and films are presented, usually built around a theme for the year. Local membership of approximately 400 persons is made up of UNI graduate students, UNI faculty members, and educators in the field who have met the scholastic requirements for membership and are dedicated to education. Membership is by invitation only.

Faculty Women's Club

The purpose of the Faculty Women's Club is to promote the welfare of the women of the University of Northern Iowa, and membership is open to any woman on the instructional, administrative, and library staffs or a person recommended for membership by the Executive Committee.

Various meetings are held throughout the year for social, recreational, and business purposes, and occasionally there are joint social meetings with University Dames and Faculty Men's Club. The Club sponsors a scholarship fund for mature women students through voluntary contributions.

Faculty Men's Club

The purpose of the Faculty Men's Club is to promote the welfare of UNI by developing a spirit of good fellowship among the faculty, and by providing for the discussion of problems of interest to its membership. All men having faculty status may become members upon payment of annual dues of $2. Noon meetings are held on the first Wednesday of each month. Members bring sack lunches and coffee is provided by the club.

Programs usually consist of speakers from the university staff or from outside the campus. Other activities include providing scholarships for worthy students, and joining with the faculty women's organizations for joint social affairs.

University Dames

Membership shall be open to wives or official hostesses of those men to whom university administration accords faculty or administrative status and shall include widows of the same and the wives or widows of retired or emeritus persons so classified. (Faculty or administrative status has been interpreted to mean the wife of anyone who does *no*[illegible] for an hourly salary.)

Section VII

Cultural and Recreational Opportunities

Artists Series and Chamber Music Series

The Artists Series brings to the university world-famous artists in the fields of music, drama and dance. The Chamber Music Series features those artists whose genius is particularly appropriate to the atmosphere of the smaller auditorium. It is the aim of the Artists Series Committee (composed of two faculty members and four students) to enrich the cultural experiences of the student body and the community at large.

Although the Artists Series and Chamber Music Series are in part subsidized, it is necessary to augment that income by the sale of tickets in order to bring the better attractions to the university. Season tickets are available for sale to the faculty and to the community in the fall, and tickets for individual events are on sale a few weeks before each performance.

UNI Theatre

The UNI Theatre is a part of the Department of Speech, and is operated both as an extra-curricular activity open to all students, and as a training program in theatre. Summer theatre presentations alternate between a single major production in odd years and three major productions presented in repertory form in even years. A varied program of classical and contemporary drama is planned throughout the year to provide the university audience with a stimulating range of theatre experience. One production each year is a Young People's theatre production presented just before Christmas. Original plays and experimental drama are produced in the Studio Theatre located in Sabin Hall.

All faculty members receive mail notices of each play, with details concerning ticket sales and admission charges.

Musical Concerts and Productions

The Department of Music sponsors a large number of cultural events aimed at offering students, faculty and the public high-quality performances of the finest in musical literature in its many periods, forms and styles.

Of special interest to the university community should be the programs presented by the University Symphony Orchestra (membership open to faculty and townspeople), Concert Chorale, Symphonic Band, Music Theatre, Women's Chorus, Concert Band, Varsity Men's Glee Club, Chamber Singers, and the Jazz Bands.

In addition there are many faculty solo recitals which feature individual artists. The faculty brass quintet, string quartet, string trio, and other small ensembles, are also active in public performance. There are numerous concerts and recitals by student groups and individuals.

The department sponsors many guest lecturers, conductors, soloists, and visiting concert groups. The series of five Tallcorn Music Conferences (Music Theater, Jazz Band, Symphonic Band, Concert Chorale and Orchestra) bring thousands of talented high school students to the campus each year.

This extensive series of cultural events is publicized either by mail or through the local news media and with few exceptions the performances are open to the public without charge.

Art Exhibits

Exhibitions of art work by students, faculty, and outside artists are held throughout the year by the Department of Art. These include paintings, sculpture, prints, jewelry, ceramics, and photographs. Often work is available for purchase. There is no admission charge.

Bureau of Religious Activities

While the Bureau of Religious Activities exists primarily as a service to students in relation to the cultivation and nurture of their religious life, there are responsibilities to be met in respect to the total university community. These services in relation to the faculty are in the areas of consultation and counseling in religious matters. The programming of the Bureau of Religious Activities is pertinent to the faculty as well as to students in developing a larger understanding of the role of religion in the life of man. The Bureau encourages coperation between religious organizations, the campus ministry and the other college and departmental activities of the university. Frequently the Director has helped faculty in finding a church relationship in the community when such need is brought to him. The Bureau of Religious Activities shares the concern of the university for high moral purpose and meaning as related to all members of the university community. Religion is one resource related to this concern.

Intramural, Recreational and Club Activities for Faculty

Faculty members may participate in recreational swimming at the Women's Pool during hours arranged for UNI employees, or during non-student community swimming periods. Arrangements can be made through the office of the Department of Physical Education for Women for faculty to attend student recreational swimming. The Department of Physical Education for Women will also accommodate faculty groups in basketball, volleyball, badminton, etc., when areas are not in use for regularly scheduled activity. Inquiry should be made in the department office.

Intramural and club activities are provided in a number of activities for women students: basketball, flag football, golf, gymnastics, jogging, softball, swimming, tennis, and volleyball. Women faculty members may inquire in the department office about participating in these activities.

To provide an opportunity for all male faculty members to participate in organized and informal sports activities as regularly as their time permits, the Men's Intramural Sports Department has scheduled the following activities during the academic year: tennis, handball, paddle ball, badminton, swimming, softball, volleyball, basketball, golf, judo club, karate club, fencing club, weight training and an early risers jogging club.

Tennis

The university tennis courts are open to faculty members, as well as students, except when in use by classes in tennis, or intramural and intercollegiate activities.

Athletic Contests

The University of Northern Iowa belongs to the North Central Athletic Conference which is composed of eight institutions: The University of Northern Iowa, Morningside College, Augustana College (Sioux Falls), the University of South Dakota, South Dakota State University, Mankato State College, the University of North Dakota, and North Dakota State University. The conference lends its support to intercollegiate athletics conducted on an amateur basis, with faculty control, and under the instruction of coaches who have faculty status and tenure.

Season tickets are available in the Men's Gymnasium to faculty members and spouses for all regularly sponsored events in football, basketball, and wrestling (excluding tournaments).

Intercollegiate Sports for Women

The UNI intercollegiate program for women provides competition with other colleges in basketball, golf, gymnastics, field hockey, softball, speed swimming and diving, tennis, track and field, and volleyball. The University of Northern Iowa is a charter member of the Association of Intercollegiate Athletics for Women and participation at UNI is structured within guidelines established by that body.

The Recreation Park

The Recreation Park which includes a nine-hole golf course is under the supervision of the Recreation Park Committee.

The golf course is available to university employees, students and their families at a nominal fee. Townspeople pay regular green fees equivalent to those charged at public courses. Since the course is an instructional as well as a recreational facility, priority in its use is given to physical education classes in golf and, on occasion, for competitive golf events.

Your UNI I.D. card serves as your permit for special fees.

Community Recreation Facilities

The Cedar Falls area offers a variety of recreation facilities for people of all ages. These include two 9 hole golf courses, one 18-hole municipal and one 18-hole private golf course, a municipal swimming pool, municipal boat ramp on the Cedar River, two boat houses, eight parks, an amusement park, bowling facilities, and a large number of picnic areas. Within a few hours' driving time are several state parks with facilities for fishing, boating, swimming, and picnicking. Cedar Falls is in the center of one of the best pheasant hunting areas of the Midwest, and snowmobiling is a new popular winter sport.

The Cedar Falls City Recreation Commission maintains a new Teen Center, supervises eleven playgrounds, four tot-lots, and several ice skating rinks, provides a full schedule of sports, handicraft, swimming, golf, and tennis instruction during the summer months and bridge, crafts, and cooking lessons during the winter months. It also sponsors a Saturday night dance program for teenagers.

The neighboring Waterloo area has an active community theatre, numerous parks with special playgrounds, several municipal swimming pools, bowling lanes, and three 18-hole municipal golf courses, one 18-hole semi-private golf course, and one 18-hole private golf course. Indoor swimming pools are open year around to the public in the Waterloo Y clubs.

Section VIII

Statements of Responsibility and Hearing Procedures

Two statements of responsibility are included in this handbook as a matter of information for all faculty. These are the "Statement on Professional Ethics and Academic Responsibility" as approved by the University Faculty Senate and presented to the Board of Regents in May, 1971, and the "Uniform Rules of Personal Conduct at Universities Under the Jurisdiction of the State Board of Regents" as revised by the Board of Regents in June 1971 and October 1973. These statements have been published previously in the President's Bulletins No. 8, dated May 17, 1971, and No. 9, dated July 15, 1971. Each is printed here in full.

Included in this section, in addition, are two "statements of hearing procedures" approved by the Board of Regents on June 30, 1974.

A Statement on Professional Ethics and Academic Responsibility

The basic functions of the university are the advancement and dissemination of learning, the development of critical intelligence, creative talent, aesthetic sensibility and moral awareness in its students, and the training of citizens and professional workers for the society of which the university is a part.

The indispensable condition for the successful discharge of these functions is an atmosphere of intellectual freedom. Unless he is free to pursue the quest for knowledge and understanding, wherever it may lead, and to report and discuss his findings, whatever they may be, the university faculty member cannot properly perform his work. The university, therefore, must provide such an atmosphere of intellectual freedom for its faculty. The faculty, in turn, must uphold this freedom in all its actions.

Freedom entails responsibilities. Every faculty member must accept the responsibilities which are concomitant with the freedom which he enjoys. Those responsibilities are: (1) to scholarship, (2) to his students, (3) to his colleagues, (4) to the university, and (5) to the larger community which the university serves.

I. Responsibilities to Scholarship

The faculty member's responsibilities to scholarship derive from the university's commitment to truth and the advancement of learning. As a member of the university, each faculty member has the obligation to do his part in pushing forward the horizons of knowledge. To the extent that his teaching duties allow, he may be expected to contribute to the research and scholarship in his field. Specifically:

1. He must strive to keep abreast of the research and scholarship that is being carried forward elsewhere in the academic world. He is committed, by this obligation, to a lifetime of study, for new knowledge is constantly being added to the store which mankind has already accumulated, and old knowledge is constantly being supplanted or revised or reinterpreted.
2. He must constantly seek to improve his scholarly skills and to develop new ones. His own work should exemplify the best professional techniques and the highest professional standards which modern research and scholarship have devised.
3. In a world where research and scholarship are becoming increasingly technical and collective, he must be careful to acknowledge the help he has received from students and colleagues and to identify their contributions to his achievement.
4. The faculty member has the responsibility of being unfailingly honest in his research and teaching. He must, of course, refrain from deliberate distortion or misrepresentation, and he must take regular precautions against the common causes of error. Since he can never be certain that what he believes to be truth is indeed true, he should avoid categorical and dogmatic assertion.
5. There are times when the national security requires that certain research be carried on in secret and requires further that the results of that research be classified as secret or confidential. In these circumstances, it is proper for the university, or for a faculty member of the university, to carry on secret research and to permit the results of that research to be classified. In all other circumstances, however, secrecy of research and classification of knowledge are incompatible with the university's commitment to the advancement of learning, and the university should not contract for any such research, whether with government or with private industry, and no faculty member should participate in any such research.
6. In ordinary contract research, where the national security is not involved, the faculty member's responsibility to scholarship remains unqualified. His task is to seek and report the truth, not to marshal the evidence for a preconceived judgment. If there are any pressures upon him to accept nonscholarly limitations upon his enquiry, or to ignore or suppress any of his

findings, he should renounce the work in hand or else resign his academic position. So long as he remains a faculty member, his commitment to the truth, the whole truth, and nothing but the truth must not be compromised.

7. As a private individual, acting wholly outside his university connections, the faculty member may, of course, make whatever arrangements he may wish with whatever persons or organizations might want to engage his services.
8. The canons of objectivity in research do not abrogate the researcher's moral obligations to his fellow man. When the object of study is a human being, the researcher must do everything in his power to protect and preserve the dignity of the person or persons he is studying.

II. Responsibilities to Students

As a teacher, the faculty member has the responsibility for creating in his classroom or laboratory and in his relations with students a climate that stimulates and encourages the student's endeavors to learn. To the best of his ability, he exemplifies high scholarly standards, and he respects and fosters the student's freedom to choose and pursue his own goals.

1. The teacher has the obligation to make clear the objectives of the course or program, to establish requirements, to set standards of achievement, and to evaluate the student's performance.
2. The student is entitled to the same intellectual freedom which the teacher himself enjoys. The teacher must respect that freedom. He may not impose restraints upon the student's search for or consideration of diverse or contrary opinion.
3. The student's freedom to learn must be protected from assault by others. Repressive or disruptive actions on the part of some students must not be permitted to interfere with the learning activities of other students.
4. The teacher has the obligation of meeting his classes as scheduled or, when circumstances prevent this, of making appropriate alternative arrangements.
5. The teacher has the obligation of teaching his courses in a manner that is consistent with the course description published in the catalogue. He must not persistently intrude into his classes such materials or such personal views as have no relation to the subject matter of the course.
6. On controversial issues within the scope of the course, the full range of opinion should be presented. When the teacher presents his own views on these issues, he should always identify them as such.

7. The distinction between established fact and speculative opinion must be maintained as clearly as possible. Wherever values and judgements constitute part of the subject matter, they should be identified as such.

8. The teacher owes to the student and to the university a fair and impartial evaluation of the student's work. Such evaluation should be consistent with the standards of the institution and must not be influenced by such factors as religion, race, sex, or political views, or be based on the student's agreement with the teacher's opinions on matters of controversy within the discipline.

9. The teacher has certain obligations as the intellectual guide and counselor to his students. He should make himself reasonably available to his students and should publicize the times and places of his availability.

10. In advising a student, the teacher must take every reasonable precaution to insure that the information he hands out is accurate. The progress of a student toward the achievement of his academic goals must not be thwarted or retarded because the teacher has neglected his obligations as an adviser or counselor.

11. Advising or counseling students sometimes results in confidential disclosures by the student to the teacher. These confidences must be scrupulously respected.

12. A student must never be used for the teacher's personal or private gain. If a student makes any contribution to the teacher's work, such contribution must be fully acknowledged.

III. Responsibilities to Colleagues

The faculty member's responsibilities to his colleagues derive from their common membership in the community of scholars.

1. The faculty member must respect the freedom of inquiry of his associates and must, when necessary, defend it from assult by others.
2. He must avoid any interference with the work of his colleagues.
3. In the exchange of criticism and ideas, he must show due respect for his colleague's opinions. In expressing disagreement, he must refrain from personal denigeration or vilification.
4. He must always acknowledge his colleagues' contribution to his work.
5. When called upon by appropriate authority to evaluate a colleague, the faculty member must be candid in his reply. He must, however, be careful to confine his judgment to professionally relevant matter.

IV. Responsibilities to the University.

The faculty member's primary responsibility to his university is to seek to realize his maximum potential as an effective scholar and teacher. In addition to the work of instruction and research or scholarship, his duties may from time to time include service on committees, attendance at meetings, participation in group deliberations, and participation in academic ceremonies. Further:

1. Where he intends it or not, the faculty member is often perceived as a representative of his university. He must be conscious of this, and he should exercise his rights and freedoms as a private person with reasonable regard for the possibility of confusion between his professional status and his status as a private citizen.
2. When a faculty member acts or speaks primarily as a private citizen, he should exercise reasonable care to insure that his action or speech is seen as his own and not as that of an official representative or spokesman of the university.
3. The faculty member must never attempt to exploit his standing within the university for private or personal gain. He may, on appropriate occasions, cite his connection with the university, but only for the purposes of identification. He must not permit the impression to prevail that the university in any way sponsors his private activities.
4. University facilities, equipment, supplies, etc. may not be used for personal or private business except when and as authorized by the university.
5. Effective faculty participation in the governance of the university promotes academic freedom and the goals of the institution. Each faculty member should, to the best of his ability, participate in the university's decision making processes. He should accept a fair share of the faculty's responsibility for the day to day operation of the university.
6. The faculty member must determine the amount and character of any work or other activity that he may pursue outside the university with due regard to his paramount responsibilities within the university.
7. During periods of distrubance or high tension on campus, the faculty member should do all he can to prevent acts of destruction or violence.
8. The faculty member has the duty of constant effort to insure that the regulations of the university are designed to achieve the university's goals and that they shall be in accord with the principles of academic freedom. Recognizing the importance of order within the institution, the responsible faculty member observes the regulations of the university, but in no way abdicates his right to attempt to reform those regulations by any appropriate orderly means.

V. Responsibility to the Community

As a member of his community, the faculty member has the rights and prerogatives, the obligations and the duties of any citizen. These include the right to join political or other associations, to convene and conduct public meetings, and to publicize his opinions on political and social issues. His status as faculty member in no way detracts from his status as citizen in the larger community outside the university.

Because academic freedom has traditionally included the faculty member's full freedom as a citizen, most faculty members face no irresolvable conflicts between the claims of politics, social action, and conscience on the one hand and the claims and expectations of their students, colleagues, and institutions on the other. However, if such conflicts become acute, and the faculty member's attentions to his obligations as a citizen and moral agent preclude the fulfillment of substantial academic obligations, he cannot escape the responsibility of choice, but should either request a leave of absence or resign his academic position.

—Respectfully submitted by

THE COMMITTEE ON FACULTY
ETHICS AND RESPONSIBILITY

3 May 1971

Uniform Rules of Personal Conduct at Universities Under the Jurisdiction of the State Board of Regents

(As Revised by State Board of Regents, June, 1971 and October, 1973)

(1) Definitions. For purposes of these rules, the following words shall have the meaning set forth unless the context requires otherwise.

(a) "Board" means the State Board of Regents, State of Iowa.

(b) "University" means an institution of higher learning under the jurisdiction of the board. When used in the plural, the word means all institutions of higher learning under the jurisdiction of the board.

(c) "President" means the president (or acting president) of the university or any person or persons designated by him to act on his behalf for purposes of these rules.

(d) "Campus" includes all property owned or used by the university.

(e) "Student" means a person who is currently registered as a student at the university in an undergraduate, graduate or professional program on the campus.

(f) "Member of the faculty or staff" includes all employees of the university.

(g) "Visitor" means any person on the campus who is not a student or a member of the faculty or staff. A suspended member of the faculty or staff, or a suspended student, who is on the campus during the period of such suspension shall be deemed a visitor.

(h) "Person" means any student, member of the faculty or staff, or visitor.

(i) "Admission" means admission, re-admission, re-entry, registration, and re-registration as a student to any educational program of the university.

(j) "Suspension of a member of the faculty or staff" means that during a specified period of time, the member of the faculty or staff is not eligible to continue as an employee of the university, or to resume his employment status or to be granted admission as a student. Subject to other rules and regulations of each institution concerning continued employment by the institution, a member of the faculty or staff who has been suspended for a specific period shall be reinstated by the university at the expiration of the suspension period provided that during the suspension period the member of the faculty or staff has not committed acts of misconduct specified in (2) below. One under such suspension whose reemployment is denied on the basis of alleged acts of misconduct committed during his suspension period shall have a right to a hearing on that issue as provided in section (3).

(k) "Suspension of a student" means that during a specified period of time, the student shall be denied admission to the university or employment by it. Subject to the rules and regulations of each institution concerning enrollment at the institution, a suspended student shall be reinstated to the university at the expiration of the suspension period provided that during the suspension period the student has not committed acts of misconduct specified in (2) below. A suspended student whose reinstatement is denied on the basis of alleged acts of misconduct committed during this suspension period shall have a right to a hearing on that issue, as provided in section (3).

(l) "Expulsion of a student" means termination of his status as a student without right of re-admission.

(m) "Dismissal of a member of the faculty or staff" means termination of his status as an employee without right of reemployment.

(2) Rules of Personal Conduct. Any person—student, member of the faculty or staff, or visitor—who intentionally commits, attempts to commit, or incites or aids others in committing any of the following acts of misconduct shall be subject to disciplinary procedures by the university as hereinafter provided:

(a) Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other university or university - authorized function or event.

(b) Unauthorized occupation or use of or unauthorized entry into any university facility. However, any entry into, use of, or occupation of any university facility by a student or member of the faculty or staff, which does not violate any of the other Rules of Personal Conduct set forth herein, shall be deemed unauthorized only if specifically prohibited, if that facility is closed at that time to general use or if the person fails to comply with proper notice to leave.

(c) Physical abuse or the threat of physical abuse against any person on the campus or at any university-authorized function or event, or other conduct which threatens or endangers the health or safety of any such person.

(d) Theft of or damage to property of the university or of a person on the campus.

(e) Interference with the right of access to university facilities or with any other lawful right of any person on the campus.

(f) Setting a fire on the campus without proper authority.

(g) Use or possession on the campus of firearms, ammunition, or other dangerous weapons, substances, or materials (except as expressly authorized by the university), or of bombs, explosives, or explosive or incendiary devices prohibited by law.

(h) Conduct off campus which leads directly to a violation of any sections (a) through (g) of this section.

(3) Sanctions.

(a) Any student or member of the faculty or staff who is found after appropriate hearing* to have violated any of the rules of personal conduct set forth in (2) above may be sanctioned up to and including suspension, expulsion or dismissal. If a suspension is ordered after the start of a semester or quarter, however, the time period of the suspension shall be deemed to run from the beginning of the semester or quarter rather than from the actual date of the order. A faculty or staff member who is suspended shall receive no salary during the period of his suspension; provided, however, that he shall be paid for work done prior to the date of the suspension order.

(b) A person who applies for admission to or employment by the university (either for the first time, or after a term of suspension or dismissal) may be denied such admission or employment if it is found that he has committed any acts of misconduct specified in (2) above while such a person was a visitor on the campus. A person denied admission or employment under this section shall have a right to an appropriate hearing.

(c) Any sanction imposed under (a) and (b) above shall have operative effect at all universities, and a person not eligible for admission to or employment by one university shall be barred similarly at the other universities.

(4) Emergency Power.

(a) The president is authorized to declare a state of emergency to exist at the institution upon a determination by him that violent actions or disruptive activities at the university are of such a nature as:
  (1) To present a clear and present danger to the orderly processes of the university or to persons or property on the campus, and
  (2) To require extraordinary measures to
    (a) Safeguard persons or property at such institution, or
    (b) Maintain educational or other legitimate institutional functions.

(b) The state of emergency shall cease to exist automatically 48 hours after it is declared unless the president, after reviewing the situation, determines that it should be extended, such determination to be made under the standards established in *(1) and (2)* above. Each extension shall be for a maximum period of 48 hours with a new determination being made for each extension. The president may declare the state of emergency to be over before the 48-hour period has run.

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*Appropriate hearing as used throughout these Rules means pursuant to existing hearing procedures in effect at the university for students and members of the faculty and staff.

(c) As soon as feasible after declaring a state of emergency, the president shall notify the board of his actions.

(d) Upon a finding by the president as set forth in (4) (a) above, the president is authorized to take such action as, in his judgment, may be necessary to eliminate or alleviate a clear and present danger to the orderly processes of the university AND to safeguard persons or property at the university or to maintain educational or other legitimate university functions including barring a particular person or persons from the campus.

(5) Sanctions Under Emergency Power

(a) Any person who, after appropriate hearing is found to have violated knowingly a presidential order issued as contemplated in section (4) above may be expelled or dismissed from the university.

(b) Any person who, after appropriate hearing, is found to have violated during a state of emergency—knowing that a state of emergency has been declared—any of the Regents' Rules of Personal Conduct, set forth in section (2) of this policy, may be expelled or dismissed from the university.

(c) Any person who, after appropriate hearing, is found to have violated knowingly a presidential order as contemplated in section (4) above and —knowing that a state of emergency has been declared—is found to have violated during the state of emergency any of the Regents' Rules of Personal Conduct, set forth in section (2) of this policy, may be expelled or dismissed from the university.

(d) Any sanction imposed under this section shall have operative effect at all universities, and a person not eligible for admission to or employment by one university shall be barred similiarly at the other universities.

(6) Constitutional Rights. The foregoing rules shall be construed so as not to abridge any person's constitutional right of free expression of thought or opinion, including the traditional American right to assemble peaceably and to petition authorities.

Disciplinary Sanctions Short of Dismissal

This procedure is for use in those cases in which the administration seeks formally to invoke *disciplinary sanctions short of dismissal* upon a faculty member who is alleged to have violated a provision of the Regents' Rules of Conduct, the Statement on Professional Ethics and Academic Responsibility, or the established regulations of the university. It is a procedure for determining, as nearly as possible, the true facts of the case, for evaluating the seriousness of the violation (if, in fact, such violation did occur), and for determining what sanctions, if any, are to be imposed. The procedure is designed to insure that these determinations and this evaluation shall take place in accordance with the requirements of due process.

I.

When, on the basis of informal inquiry into the alleged misconduct of some member of the faculty, the provost of the university concludes that the formal imposition of a disciplinary sanction is necessary or desirable, he may initiate this procedure by writing a letter to the faculty member (copy to the chairman of the Faculty Welfare Committee), formally charging him with misconduct. In this letter, the provost shall

1. cite the specific provision of the Regents' Rules of Conduct, the Statement on Professional Ethics and Academic Responsibility, or the established regulations of the university alleged to have been violated;
2. briefly describe the act, and the circumstances surrounding the act, which constitutes the alleged violation; and
3. stipulate the sanction which the university intends to impose.

II.

Upon receipt of the provost's letter, the accused faculty member may do one of two things:

1. He may acknowledge the misconduct and accept the proposed sanction. This can be done in two ways:
   a. The faculty member may, within five class days from the date of the provost's letter, send a letter of acknowledgement and acceptance to the provost; or
   b. the faculty member may do nothing.

   However the faculty member may choose to act, the provost may, six class days after the date of his initiatory letter, in a letter to the president (copies to the accused faculty member and to the chairman of the Faculty Welfare Committee), recommend that such-and-such sanction be imposed.

The president shall, within ten class days from the date of the provost's letter of recommendation, act upon this recommendation, (a) accepting, (b) accepting with meliorative modification, or (c) rejecting the recommendation. The president's action shall be set forth in a letter to the provost (copies to the accused faculty member and to the chairman of the Faculty Welfare Committee). The president's action closes the case.

2. He may, in a letter written to the chairman of the Faculty Welfare Committee (copy to the provost) within five class days from the date of the provost's initiatory letter, deny the charge, or protest the sanction and request a hearing before the Faculty Disciplinary Committee.

   If the faculty member requests a hearing on the charges, the chairman of the Faculty Welfare Committee shall make arrangements for such a hearing, to be held at some mutually agreeable time within fifteen class days from the date on which the faculty member sent his letter to the chairman, unless by written mutual agreement between the provost and the accused faculty member, a later date is chosen.

III.

The hearing shall be held before the Faculty Disciplinary Committee, which shall consist of five faculty members chosen from the Panel on Faculty Conduct.

The Panel on Faculty Conduct shall consist of fifteen faculty members, elected for five-year terms by the faculty at large from a list of nominees prepared by the Committee on Committees, the terms to be staggered so that one fifth of the total number of terms shall expire each year. Members of the panel shall be indefinitely eligible for renomination and reelection.

The Committee on Committees shall choose its nominees so as to obtain a reasonable fair distribution of panel members among the several colleges and the noncollegiate faculty. The committee shall be especially solicitous to see to it that all instructional ranks are represented on the panel. If possible, the panel should at all times include at least two members from each instructional rank.

The Faculty Disciplinary Committee shall be chosen from the panel on Faculty Conduct in the following manner. The entire list of names on the panel shall be submitted to the provost and to the faculty member who is being charged, and each of these two persons shall have the right to strike as many as five names from the list. The chairman of the Faculty Welfare Committee shall choose the five members of the Faculty Disciplinary Committee from whatever names remain after this process has been completed. The Faculty Disciplinary Committee shall elect one of its own members to serve as chairman.

IV.

The hearings shall be open unless the faculty member requests, in writing, that it be closed. Even in a closed hearing, however, each party to the dispute shall be permitted to designate as many as three persons who shall be admitted as observers.

The persons officially authorized to be present at the hearing shall be:

1. The members of the Faculty Disciplinary Committee.
2. The provost (or his designated representative) and an adviser or counsel.
3. The accused faculty member and his adviser or counsel and a representative from each of such voluntary faculty welfare organizations as the faculty member may choose to designate.
4. Witnesses for both parties.
5. A recorder or recorders, designated by the chairman of the Faculty Disciplinary Committee.
6. Designated observers.
7. Such other observers as the chairman of the Faculty Disciplinary Committee may, with the concurrence of a majority of the committee, choose to invite.

A tape recording and/or a verbatim transcript shall be made. After the case is closed, the tape and/or the transcript shall be placed in the custody of the chairman of the Faculty Welfare Committee, who shall keep it (them) in a safe place for two years, after which it (they) may be destroyed. During this time, all parties to the dispute shall have reasonable access to the tape and/or the transcript and shall be permitted, at their own expense, to make copies thereof.

The chairman of the Faculty Disciplinary Committee shall rule on all procedural matters, and such matters may, at the chairman's discretion, be discussed off the record. The rulings of the chairman may be appealed to the entire committee, and a majority vote of the committee shall sustain the appeal. If the appeal fails to win a majority, the ruling of the chairman shall prevail.

The chairman shall have authority, subject to appeal to the entire committee, to exclude from the hearing any person who disrupts the proceedings, and any person who refuses to obey the order of the chairman to leave the hearing room shall be deemed in violation of university regulations. If the chairman deems it necessary to close the hearing in order to avoid continued disruption, he may, with the approval of a majority of the committee, close the hearing.

V.

In the hearing, the burden of proof shall rest upon the provost (or his designated representative), and the charges must be supported by a preponderance of the evidence. The provost's evidence, including written statements and the testimony of witnesses, shall therefore be presented first.

The accused faculty member and/or his counsel shall be permitted to cross-examine the provost (or his designated representative) and to cross-examine each witness at the conclusion of his testimony.

The members of the Faculty Disciplinary Committee shall be permitted to ask questions at any time.

In the event that the provost fails to meet the burden of proof placed upon him, the committee shall recommend to the President the charges be dismissed without requiring the presentation of a defense.

The accused faculty member shall then be permitted to present his evidence, including written statements and the testimony of witnesses, and, again, cross-examination by the opposite party, and questions from the members of the Faculty Disciplinary Committee, shall be permitted.

In the presentation of evidence, strict conformity with the legal rules of evidence shall not be required, but the chairman of the Faculty Disciplinary Committee shall have authority to rule, subject to appeal to the entire committee on the admissibility of evidence.

After completion of the presentation of evidence by both parties, each party shall be permitted a rebuttal and/or a summary statement.

After completion of the summary statements, the hearing shall be terminated.

VI.

Within five class days after the termination of the hearing the Faculty Disciplinary Committee shall make its recommendation. The committee may

1. consent to the sanction proposed by the provost; or
2. reject the proposed sanction, but consent to a lesser sanction; or
3. recognize the violation but find that no sanction is in fact appropriate; or
4. recommend dismissal of the charges.

The committee shall announce its recommendation in a letter addressed to the president, the provost, and the accused faculty member (copy to the chairman of the Faculty Welfare Committee).

In the event that the committee's recommendation is to consent to a sanction, the president shall allow six class days to lapse before he takes action. If he receives no appeal from the accused faculty member during those six class days, he may then act. Within the next five class days, he may

1. impose the sanction consented to by the committee,
2. impose a different sanction, or
3. dismiss the charges.

The president's action closes the on-campus case, but this action may be appealed to the Board of Regents.

VII.

The sanctions which may be proposed by the provost and recommended by the Faculty Disciplinary Committee shall conform to the requirements of the Regents' Rules of Personal Conduct, and they are:

1. A letter of censure from the president, to be placed in the faculty member's permanent file.
2. Monetary damages in reparation for whatever financial loss the university may have incurred as a result of the faculty member's misconduct.
3. Suspension, without pay, for a period of time not to exceed two years.
4. A combination of any two or more of the above.

VIII.

The recommendation of the Faculty Disciplinary Committee may be appealed to the president in a letter written by the faculty member or the provost within five class days after the issuance of the recommendation. The president shall act upon the appeal within five class days.

The president's action may, with the consent of the Board, be appealed to the Board of Regents. The decision of the Board of Regents shall be, so far as the university is concerned, final. The faculty member may, of course, seek relief in the civil courts.

Should questions arise concerning conflicts of this document with the Regents' Rules of Personal Conduct, the Regents' Rules of Personal Conduct take precedence over the provisions of this policy.

Procedure for Handling Faculty Dismissal Cases

Preamble

The following procedure is adopted for the handling of cases in which the issue is whether a faculty member should be discharged from employment for cause. It is a dismissal procedure, applying primarily to the dismissal of faculty members with tenure. It applies to faculty members on probationary or temporary appointment only in the event that the dismissal under consideration should come before the expiration of the term of appointment. It is not a grievance procedure, which is to say that failure to grant promotions, leaves of absence, salary increases, or renewals of term appointments is not a basis for invoking this procedure. It is designed to serve the best interests of, and to be fair to, both the individual concerned and the university.

This procedure recognizes the statutory power of the State Board of Regents to employ and to discharge members of the faculty of this university. The establishment of a procedure for handling dismissal cases is an attempt to provide a reasonable means of furnishing to the Regents a sound basis for their decision and to provide reasonable guarantees of compliance with enlightened standards of academic due process especially as these are enunciated in the "1940 Statement of Principles of Academic Freedom and Tenure" by the American Association of University Professors and the Association of American Colleges, and promulgated in the "Statement on Procedural Standards in Faculty Dismissal Proceedings" adopted by the Council of the American Association of University Professors in November, 1957, and by the Association of American Colleges at its annual meeting in January, 1958.

1. "Out of Court" Settlement

If a question of fitness arises regarding a faculty member who has tenure or whose term of appointment as a faculty member has not expired, every effort should be made to settle it "out of court". That is, before any formal action is taken, conscientious attempts should be made to adjust the matter in conversations between the faculty member concerned and his department head or his dean. If these fail, there should be at least one relatively informal conference of the faculty member, the dean, or head of his department, and a representative of the Provost. To this conference the faculty member should have the privilege of bringing a colleague of his own choosing.

2. Preliminary Investigation

If agreement cannot be reached "out of court," the Provost should request the Faculty Welfare Committee to appoint a committee of three, at least one of whom is a member of the Faculty Welfare Committee, to inquire quickly and informally into the affair and to decide whether in their opinion formal proceedings are justified. If in reporting to the Provost this committee recommends such proceedings, or if the Provost, regardless of the committee's recommendations, wishes them, formal proceedings should begin.

3. Written Statements

Formal proceedings should begin by a written set of specifications from the Provost outlining with reasonable particularity the grounds for proposed dismissal, and stating as fully as may be the facts relied on for dismissal, and the names of witnesses to these facts, together with references to any rules or regulations allegedly broken. In addition, the specifications should outline in detail the procedure to be followed and should inform the faculty member concerning his procedural rights. If he wishes to contest the charges against, him, the faculty member should reply in writing, answering each of the charges. He should be given sufficient time to prepare his reply, in no case fewer than twenty class days or more than thirty class days from the time he receives the formal charges. If he chooses, the faculty member may waive his right to a formal hearing, and allow his written statement to constitute his defense.

4. Formation of the Hearing Committee

As soon as the Provost sends formal charges to the faculty member concerned, he should inform the chairman of the Senate, and that body shall immediately set in motion the procedure described below for selection of a group of five faculty members to act as a hearing committee. These shall be persons of objectivity and competence who are high in the regard of the faculty as a whole. No member should be chosen from the Senate or from the preliminary committee of three. Except in unusual circumstances, no member of the accused's department should serve on this committee. The hearing committee should elect its own chairman.

a. Within five days the Provost of the University and the chairman of the Senate shall each (without consultation with one another) present in writing to the Senate the names of twenty-five faculty members who they feel would make a fair judgment of all the facts pertinent to the case. In compiling the list, each should keep in mind the restrictions on membership for the hearing committee described above. Neither list should contain more than five members of any department or bureau. If the chairman of the Senate is a member of the accused's department, the vice-chairman shall submit this list.

b. The elected members of the Senate (exclusive of the officer who submitted the list of twenty-five names) shall select, by secret ballot, a total of twenty-five faculty members from the lists submitted to them. If the first ballot does not provide a consensus of twenty-five names, or if more than five names are from any one department or bureau, subsequent ballots may be cast.

c. One copy of this list must be submitted to the faculty member and one copy to the Provost (or other administrative officer responsible for the general supervision of the work of the faculty member and responsible for initiating the dismissal recommendation). The Provost of the university (or other administrative officer responsible for the general supervision of the work of the faculty member and responsible for initiating the dismissal recommendation) and the faculty member may strike off the names of not more than 10 individuals on the list who, in their judgment, should not serve on the committee. In addition, each may check the names of five or more individuals whom he would not recommend as suitable members of the committee. These lists are to be signed and returned to the Senate.

d. After receiving the two lists the elected members of the Senate shall designate a committee of five consisting of those who have been recommended by both the department head and the faculty member as indicated by their checks on the lists. If the number of names checked by both the department head and the faculty member is less than five, additional names will be chosen from those names that have not been crossed off by either party.

3. The Hearing

First, the hearing committee should consider the formal charges and the faculty member's reply. If the faculty member has waived his right to a formal hearing, the committee should decide, on the basis of available information, whether or not the person concerned should be removed. If a hearing is not waived, it should be set for as early a date as is practicable. Hearings will ordinarily be open, but the accused shall have the right to request a closed meeting. In such case, the hearing committee shall make the final decision as to whether the hearing shall be open or closed. If the committee denies the accused's request for a closed hearing, it shall file a memorandum decision as part of the record in the case, giving reasons for the said denial.

In case the facts are in dispute, the committee should determine the order of proof. The burden of proof should be on the administration, as the moving party, and the charges must be supported by a preponderance of the evidence. The Provost, or his representative, should be allowed to attend throughout the hearing and to assist in developing the case. However, the committee should normally conduct the questioning of witnesses and may request such additional evidence as the case seems to require. The accused should have the right to counsel, whose functions in developing the case parallel those of the Provost or his representative. The administration and the accused should have the right to question orally all witnesses appearing before the committee. While formal rules of evidence and court procedure are not necessary, the committee establishing its own, the accused should have the right to confront adverse witnesses unless unusual circumstances cause the committee to decide otherwise. In every instance in which the committee does decide otherwise, all of the evidence and the identity of the witness must be disclosed to the accused.

All evidence should be duly recorded.

After the evidence is presented, the administration and the accused should be allowed a reasonable time to sum up and make oral arguments; the committee may, if it likes, require written briefs. When the committee is satisfied that each side has had its full say, it should make its findings of fact and recommendations in private conference.

The hearing committee should make explicit findings on each of the formal charges presented, and should give reasons for each finding. The faculty member and the Provost should immediately be given a copy of the findings of fact and recommendations, together with a transcript of the record if requested. No publicity should be given out about the hearing or about the committee's action until it is final; then, only the President should have the authority to make the formal announcement of the committee's findings and recommendations. The President will review the recommendation, giving great weight to the judgment of the committee, and will transmit it to the Board of Regents, stating his concurrence or disapproval.

6. The Regents' Decision

Since the Board of Regents has the final power in matters of dismissal, it may choose to review the case. If a decision has been reached to dismiss a faculty member with tenure, or terminate during its term the appointment of a faculty member without tenure, the Board shall grant any request for review. While the Board will determine the procedure to be followed at such a review, the faculty member shall on request have a right to be heard orally, as specified in the Regents *Procedural Guide*.

7. Suspension of the Faculty Member

Suspension of the faculty member during the proceedings involving him is justified only if immediate harm to himself or others is threatened by his continuance. Unless legal considerations forbid, any such suspension should be with pay.

INDEX

A

AAUP, 61
AAUW, 62
Absence requests and reports, 39
Academic Master Plan Committee, 5
Academic regalia, 55
Academic Responsibilities, statement of, 69
Accreditation, 1
Addressograph, 16
Administrative charts, 6, 7
Administrative Council, 8
Admission and Retention, Committee on, 9
Advising duties, 38
Affirmative Action Committee, 9
AFT, 62
Alumni lists, 28
Alumni services, 28
Archives, 25
Art exhibits, 66
Artists Series, 65
Athletic Board, 9
Athletic contests, 67
Audio Production Center, 23
Audio-Visual Center, 23
Auto registration, 49

B

Biographical data sheets, file of, 29
Board of Review for Student Grievances, 15
Bomb threat, 37
Books, ordering, 21
Books, reserve, 21
Borrowing equipment, 20
Broadcasting, radio, 28-29
Building Services, 21
Business Office, 19

C

Cabinet, President's, 14
Campus Planning Advisory Committee, 9
Campus tours, 30
Career Planning and Placement, Office of, 30
Cars, university, 27
Centennial, UNI, 3, 28
Chamber Music Series, 65
Civil Defense, 37
Clerical Pool (see Secretarial Pool), 18
Clinic, Educational, 31
Clinic, Referral Procedures, 32
Clinic, Speech and Hearing, 32
Clinic, Writing Improvement Services, 32
Colombian Exchange Committee, 10
Committee on Admission and Retention, 9
Committee on Administration of Clerical Personnel, 15
Committee on Campus Planning, 9
Committee on Committees, 10
Committee on Curricula, 10
Committee, Faculty Budget, 11
Committee, Faculty Welfare, 11
Committees on Non-Academic Personnel, 15
Committee on Parking and Traffic, 13
Committee on Research and Curriculum Development, 14
Committee on Student Affairs, 15
Committee on Teacher Education Standards and Practices, 15
Communication Center, 23
Computation Services, 17
Conduct, Panel on Faculty, 13, 79

Conference, Educational, 26
Consultant Services, 26
Convocation and Commencements, faculty attendance at, 55
Copyrights, 56
Correspondence study, 25
Council, Administrative Council, 8
Council, Graduate, 12
Counseling, referral for, 31
Counseling services, 31
Credit Union, 35
CREF, 45, 46
Curricula, Committee on, 10
Curriculum Laboratory, 24

D
Delta Kappa Gamma, 62
Disability Insurance, 42
Disciplinary Committee, Faculty, 13
Disciplinary Sanctions (faculty), 79
Dismissal Cases, Faculty, 84
Driver instruction, 49
Driver's license, 49

E
Educational Clinic, 32
Educational Media Center, 23
Educational Policies Commission, 11
Educational Publications, 27
Emergencies, fire, 36
Emergencies, health, accident, 35
Emergencies, police, 36 (see inside back cover)
Emergency repairs, 20
Emeritus, 55
Ethnic Minority Cultural and Educational Center Policy Board, 11
Evaluations, faculty, 52
Extension classes, 26
Extension Service, 26

F
Faculty Board of Review for Student Grievances, 15
Faculty Committees, 5-15
Faculty Conduct, Panel on, 13
Faculty Dames, 64
Faculty Disciplinary Committee, 13,79
Faculty Disciplinary Sanctions, 79
Faculty Dismissals, Procedures for handling, 84
Faculty evaluations, 42
Faculty grievances, 54
Faculty Identification Cards, 50
Faculty Library Handbook, 21
Faculty meetings, attendance at, 38
Faculty Men's Club, 63
Faculty Welfare Committee, 11
Faculty Women's Club, 63
"Figure 1, " 6
"Figure 2," 7
Field Services, explanation of, 25-26
Fire Alarm, 36
FM-Radio, 28-29
Foundation, University of Northern Iowa, 28

G
General Education Committee, 12
Golf permits, 68
Graduate Council, 12
Graphic and Photographic Services, 23
Grievance, Faculty, 54
Guide Service, 30

H
History of UNI, 1-3
Holidays, vacations, 39
Housing Facilities for Faculty, 35

I
Identification Cards, Faculty, 50
IHEA, UNI, 61
Individual Studies Board, 12
Insurance, auto liability, 49
Insurance, General Liability, 44

Insurance, group life, 43
Insurance, hospital and medical, 44
Insurance, long-term disability, 43
Insurance and Retirement,
    Committee on, 13
Instructional Television, 24
Interlibrary Loan, 22
IPERS, 45, 47

J

Jury duty, 49

K

Keys, 19

L

Laboratory School, the Malcolm
    Price, 34
Leaves,
    Extended leave of absence, 41
    Sick leave, 39
    Professional Development
        Leave, 42
Leaves, study opportunities, 41
Letter-folding machine, 16
Library faculty studies, 22
Library Handbook, 21
Library loan privileges, 22
Library Materials, ordering of, 21
Library, The University, 21
Loans, student, 33
Lost and Found, 19, 36

M

Mail Center, University, 18
Mailing information, 16, 18-19
Mailings, alumni, 28
Mailings, mass, 16, 18-19
Maintenance, 20-21
Maucker University Union, 33
Media Production Services, 23
Medical service for university
    employees, 35
Meeting rooms, 34
Meeting rooms, equipping, 20
Mimeograph services, 18
Motion Picture Production, 24
Museum, 24
Musical concerts and productions, 65

N

News service, 29
Non-university group meetings, use of
    university facilities for, 57

O

Office machines and services, 16
On-Campus Speakers and Programs,
    Policies for, 58
Outside work for pay, 56

P

Panel on Faculty Conduct, 13
Parking, 59
Parking and Traffic Committee, 13
Part-time work for students, 33
Paydays and deductions, 51
Personal Conduct, Regent's Rules
    for, 75-78
Phi Delta Kappa, 63
Photocopying machines, 17, 21
Physical examinations, 54
Physical Plant, 20
Placement, Career Planning and, 30
Politics, partisan, participation in, 56
Postage meter, 16
President's Cabinet, 14
Press clippings, file of, 29
Printed materials, technical help with,
    29
Printing Room, 18
Professional Development Leaves, 42
Professional Development Leave
    Committee, 14
Professional Ethics and Academic
    Responsibilities, 69-74
Professional Travel, 41
Promotions and rank, faculty, 52
Public address systems, 19-20

Public Information Services, Office of, 29
Publications, educational, 27
Publicity, technical help with, 29

R

Radio-TV services, 23, 28-29
Rank and promotions, 52
Recreation, facilities, community, 65-68
Recreation, music, 65-66
Recreation Park, 68
Relatives, employment of, 57
Religious Activities, Bureau of, 66
Repairs, 20
Requisitions, 19
Research, Bureau of, 25
Research and Curriculum Development, Committee, 14
Research, facilities for, 17, 21, 25, 42
Research funds, 42
Resignation, 55
Retirement, 54
Retirement plans, 45-47
Robotype letters, 17

S

Safety and Health Committee, 14
Salaries, faculty, 51
Scholarship programs, student, 33
Secretarial Pool, 18
Security, Campus, 37
(see inside back cover)
Senate, University Faculty, 5
Senate meetings, attendance at, 5
Sick leave, 39
Smoking regulations, 59-60
Social Security, 48
Solicitations, Employee, 56
Speech and Hearing Clinic, 32
SRA, 46
Structure for Administration, The, 6
Student Affairs, Committee, 15
Student Grievances, Board of Review, 15
Study opportunities and leaves, 41-42
Swimming, recreational, 67

T

Tabulating services, machine 17
Taxes, 48
Teacher Education Standards and Practices, Committee, 15
Television Services, 23
Tennis, 67
Tenure, 53
Termination of employment, 53-54
Tests, construction and analysis of, 25
Tests, file of, 31
Tests, machine scoring of, 25
Theatre, UNI, 65
TIAA, 45, 46
Tickets, athletic, 67
Traffic and Parking Committee, 13
Traffic regulations, campus, 59
Travel, professional, 41

U

Unemployment compensation, 45
UNI Theatre, 65
University Dames, 64
University facilities, use of for non-university group meetings, 57
University facilities, use of for political purposes, 57
University Union, J. W. Maucker, 33
University Faculty Welfare Committee, 11

V

Vacations, holidays, 39
Vacations, nonacademic staff, 40
Visitors to the campus, 30
Voting eligibility, 49

W

Welfare Committee, University Faculty Faculty, 11

Writing Improvement Services, 32
Workmen's Compensation, 45

X

Xerox, 17